Renaissance™ Place REAL TIME

Software Manual

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As technology advances it becomes necessary for software companies to drop support for older operating systems and third-party software. It is the responsibility of the customers to keep their computers, networks, operating systems, and third-party software up-to-date and functional. Although Renaissance Learning will not discontinue support for older products immediately, we will continue to evaluate system requirements and do our best to provide advance notice when it becomes necessary to raise our requirements.

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Welcome to Renaissance Place Real Time (RT)

Thank you for choosing one or more of the following Renaissance Place RT software products:

- Accelerated Math
- Accelerated Reader
- English in a Flash
- Fluent Reader
- KeyWords
- MathFacts in a Flash
- STAR Early Literacy
- STAR Math
- STAR Reading

How It Works

You can use Renaissance Place RT to add, edit, or delete information about your district, school years (including marking periods and days off), personnel (including teachers), students, courses, and classes; you can also edit school information. This information is used by the Renaissance Place products that you have purchased.

You can also customize the capabilities that each group of users has, customize login and security settings, and set data editing restrictions.

Renaissance Place RT also includes reports that help you analyze how your students are performing in one or more of your products.

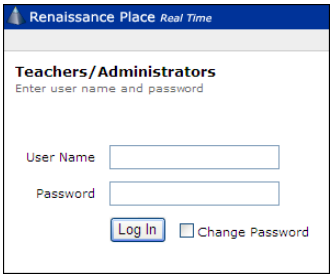
Your Renaissance Place RT links are listed on the Home page in the software.

Logging In and Changing Your Password

Use these instructions to log in to Renaissance Place RT, change your password—either by choice or when the software requires it—and access the Renaissance Place program.

1. In your web browser, go to the URL for Renaissance Place RT.
2. On the Welcome page, click **Teacher/Administrator**.
3. Enter your user name and password.

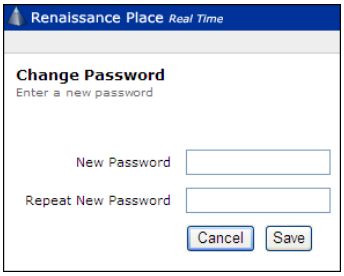
   If you need to change your password, check the **Change Password** box.



4. Click **Log In**.

   If you're not changing your password, the Home page opens (see page 3).

   If you are changing your password, the Change Password page opens. Enter your new password, type it again to verify it, and click **Save** to open the Home page.



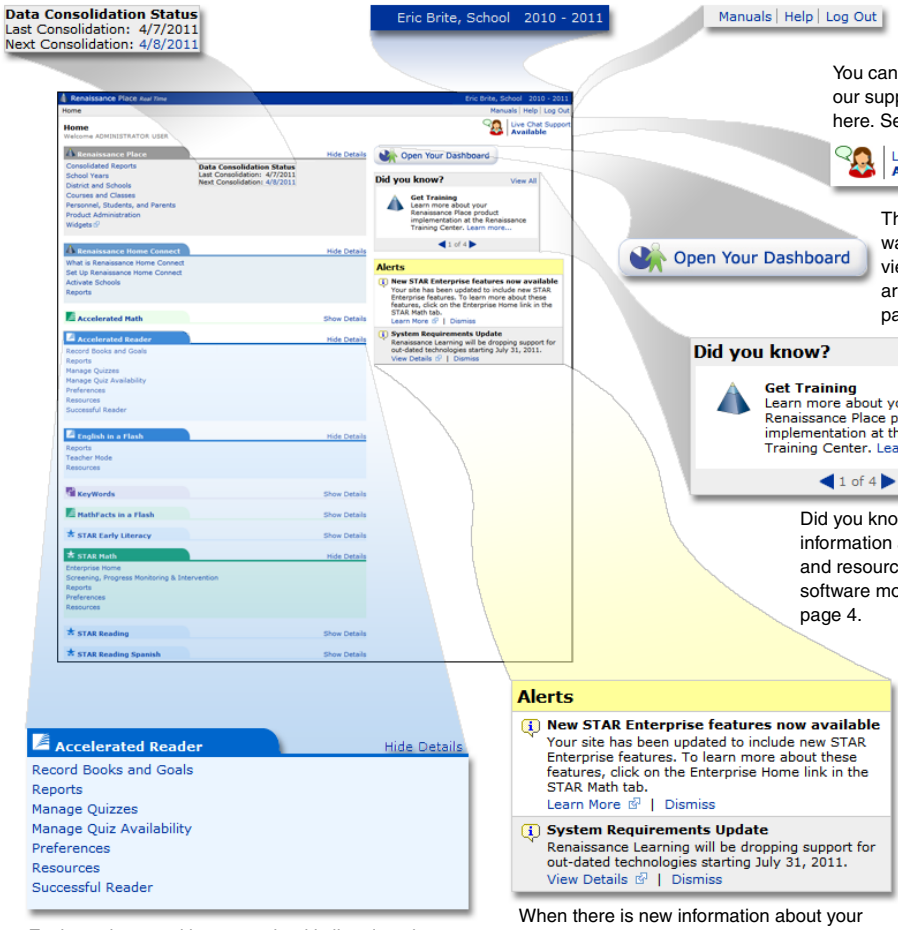
If the Change Password page opens *and you didn't choose to change your password when logging in, one of two things has happened. Either your system administrator wants you to change it for security reasons or you haven't changed it in a year and the software requires it.*

Tour of the Home Page

Consolidated reports (under Renaissance Place) include the most recent data from many of your Renaissance Place products; information about the most recent data consolidation is shown here. See page 123.

After logging in, you go to the Home page. Your name, user type, and the school year you are working in are shown here. See page 43.

Click **Manuals** to access all the products' software manuals. Click **Help** to open a help page related to the software page you're viewing (see page 7). Click **Log Out** to exit the program (see page 8).


Data Consolidation Status
Last Consolidation: 4/7/2011
Next Consolidation: 4/8/2011
Eric Brite, School 2010 - 2011
Manuals | Help | Log Out
Open Your Dashboard
Did you know?
View All
Get Training
Learn more about your Renaissance Place product implementation at the Renaissance Training Center. Learn more...
1 of 4
Alerts
New STAR Enterprise features now available
Your site has been updated to include new STAR Enterprise features. To learn more about these features, click on the Enterprise Home link in the STAR Math tab.
Learn More | Dismiss
System Requirements Update
Renaissance Learning will be dropping support for out-dated technologies starting July 31, 2011.
View Details | Dismiss
Accelerated Reader
Hide Details
Record Books and Goals
Reports
Manage Quizzes
Manage Quiz Availability
Preferences
Resources
Successful Reader

You can chat with a member of our support staff by clicking here. See page 7.

Live Chat Support Available

The Dashboard gives users a way to quickly get an overall view of how their school(s) are performing. See page 182.

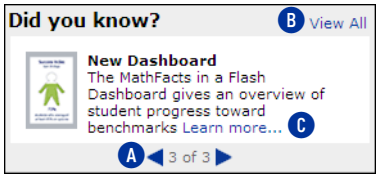
Open Your Dashboard

Did you know? articles provide information about product functions and resources to help you use the software more effectively. See page 4.

Each product used by your school is listed on the Home page. The links below the product name allow you to go to specific product features easily. You can click **Hide Details** or **Show Details** to collapse/expand the list of links. See each product's software manual for in-depth explanations of its features.

When there is new information about your software, or if it needs administrative attention (for example, a subscription renewal), an alert will be posted here. See page 4.

Did You Know?


Did you know?
B View All
New Dashboard
The MathFacts in a Flash Dashboard gives an overview of student progress toward benchmarks Learn more... C
A 3 of 3

On the Home page, above the alerts, the "Did you know?" panel displays information about program features to help you use the software more effectively. The panel will automatically cycle from one topic to the next each time the Home page is refreshed. You can click the left or right arrows at the bottom of the panel (A) to move through the topics at your own pace, or you can click **View All** in the upper-right corner of the panel (B) to go to a new page where all the current topics (and some of the previously featured items) can be seen. For each topic, you can click **Learn more** (C) to access more in-depth information about that feature.

Alerts

When you log in to Renaissance Place RT, you may see one or more alerts on the right side of the Home page, depending on your role:

There are three types of alerts:

- **General product information** : Inform you of new product features or other changes to your software. For example, if the server hosting Renaissance Place RT for you will be undergoing maintenance, you would be notified in an alert.
- **Action necessary** : You must take specific action in the software. For example, if a parent has requested access to Renaissance Place RT, you will see an alert here so you can view the request and choose to accept or deny it.
- **Immediate attention** : You must take immediate action. For example, if the terms of the Renaissance Place RT License Agreement change, you will need to agree to the new terms before you can use the software.

Alerts will have whatever links are necessary for you to take action, view more information, or dismiss the alert. License agreement alerts and subscription alerts require special attention:

- **License agreement alerts:** District administrators and school administrators will be presented with a notice that they must view and accept the terms of the Renaissance Place RT License Agreement. They will be provided with a link to view the license; on the license page, they can choose to accept or not accept the agreement.

  If an administrator-level user does not accept the agreement within 30 days after the alert first appears, the alert will appear on the Home pages for district staff, school staff, and teachers. At least one user per site must agree to the license agreement.

Subscription alerts: When 90 days remain before your subscription runs out, an alert appears to remind you. This alert can be dismissed, but it will reappear again when the subscription is down to 60 days, then 30, then 15. During this time frame, if your subscription is renewed, Renaissance Learning will enter the new subscription code, and this alert will not reappear until 90 days prior to the end date of the new code (next year).

Navigating the Software

The navigation bar at the top of each page shows you where you are in the software, as shown here.

If you need to go back to a previous page, use the links in the navigation bar rather than the web browser's Back button, which can sometimes give you unexpected results. For example, if you're on the Manage Schools page and want to go to the Home page, click **Home** in the navigation bar.

Switching Roles (User Type Drop-Down List)

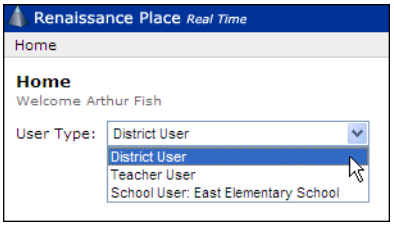
You may also see the User Type drop-down list if you have been given extra capabilities, *even if you don't have more than one role in your school or district. If you have been granted more capabilities and you don't see the links you need, check for the User Type drop-down list on your Home page and choose the role that applies to the task. For more about capabilities,* *see page 46.*

Some people in your district or school may be assigned more than one role, or they may be assigned to more than one school. For example, the librarian in the high school might also teach a class in one of the middle schools.

Renaissance Place RT keeps track of these multiple roles and school assignments. You can switch between roles or schools after you log in or any time while you are using the software. The role or school you choose may affect the links you can see in the program.

People normally change their user types in order to perform tasks in the program that are restricted to specific user groups. If you are trying to perform a task and finding you don't have access, try switching your user type in the drop-down list.

On the Home page, choose a role from the **User Type** drop-down list:



Tools to Help You With Renaissance Place RT

You'll find many tools in the software to help you learn how to use Renaissance Place RT:

- Manuals and other documents (see below)
- Help in the software (see page 7)
- Live Chat Support (see page 7)
- Training (see page 8)

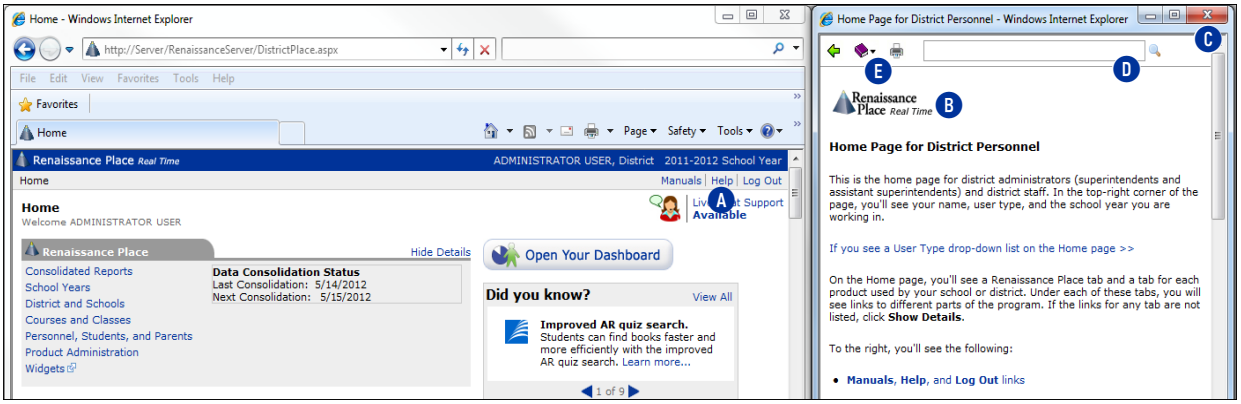
Manuals and Other Documents

To access the software manuals and other useful documents, click **Manuals** in the upper-right corner of any page. Clicking that link lists the documents available for the Renaissance Learning products on your server. For Renaissance Place RT, you'll find these documents helpful:

Document	Includes:
Renaissance Place Real Time Software Manual	• General information about the program • Step-by-step instructions for working with the program • Procedures for managing information about your district, school years, schools, courses, classes, personnel, and students and about changing capabilities for users • Instructions for consolidating data and generating reports • Procedures for setting login, security, and data editing preferences
Renaissance Place RT Tips for Getting Started	• Helpful hints to help you start using the program and adding your courses, classes, personnel, and students.
Renaissance Place RT Tips for Consolidated Reports and the Dashboard	• Helpful hints for consolidating data, running reports, and using the Dashboard
Getting Ready for a New School Year	• A checklist of software tasks that you need to do to prepare for the school year
How to Read a Math Implementation Report	• Information to help you interpret data in the Renaissance Place Implementation Progress and Status Reports
How to Read a Reading Implementation Report	• Information to help you interpret data in the Renaissance Place Implementation Progress and Status Reports

Help in the Software

To access the help, click **Help** in the upper-right corner of any page. The help opens in a separate window, as shown below.



A The **Help** link is on every page in the program. Click it to get more information about the page currently displayed in the program.

B This logo lets you know you're in the Renaissance Place help. If you go to another program's help, the logo for that program will appear.

C To close the help, use the close button.

D To search, use the search field at the top of the help page. Enter words to look for in the help, and click the search icon to see the results. When you do this, the program searches the help for all the available Renaissance Place programs. Since the search covers all available help, this is the best way to find what you need.

E To navigate the help, use the icons at the top of the help page:

To view previously selected help, click the back arrow.

Click the book icon and choose **Contents**, **Index**, or **Other Help**.

- **Contents:** Displays the table of contents for the current product help.
- **Index:** Displays an alphabetical list of topics for the current product help.
- **Other Help:** Takes you to a page where the Renaissance Place products available on this server are listed, including Renaissance Place Real Time. When you click on one of the products, the Contents for that product's online help will open.

To print the current help topic, click the print icon.

Live Chat Support

If the link shows that Live Chat Support is unavailable, *this means that there are no representatives available to chat right now. Refresh your web browser to see if the status changes to "available."*

On the Home page, click **Live Chat Support** in the upper-right corner of the page to chat with a member of our support staff. By default, you can access chat from any Renaissance Place RT page; however, district administrators can set a preference to make it accessible from the Home page only *or* to turn it off entirely:

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **Manage Live Chat Support** on the Product Administration page.

3. On the Manage Live Chat Support page, choose from the following options:
   - **On:** the link is shown on all Renaissance Place RT pages (this is the default setting).
   - **Off:** the link is not shown on any page.
   - **Home Page Only:** the link is shown only on the Home page.
4. Click **Save** to save your changes, or click **Cancel** to leave this page without saving your changes.

Free Online Training

Renaissance Learning provides free online training and additional resources for its products through the Renaissance Training Center. Visit www.renlearn.com/training and choose from a variety of learning opportunities, including:

- **Web Seminars:** Using the Internet and a telephone, attend guided software training with a Renaissance Coach.
- **On-Demand Sessions:** These short tutorials cover essential step-by-step guidance on specific software tasks.
- **Getting Results Guides:** Printable resources that provide practical guidance on techniques and best practices to help you maximize implementation of Renaissance products.

Need More Help?

- **Knowledge Base:** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.
- **Email:** Send general questions to answers@renlearn.com; send technical questions to support@renlearn.com.
- **Phone:** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.

Logging Out and Closing the Software

Automatic logout after 20 minutes. *If you don't use any Renaissance Place product for about 20 minutes, it automatically logs you out and you'll have to log in again when you return to the software.*

When you have finished working in Renaissance Place RT, log out to keep your data secure.

1. Click **Log Out** in the upper-right corner of any page.
2. Close the software by closing your web browser.

SETTING UP RENAISSANCE PLACE

This section tells you how to set up your Renaissance Place data when you first start using the software.

Importing Data from Other Sources

Before you go through the checklists below, consider whether you can bring in some information from another program. If you have other software with student, teacher, course, and class information in it, you may be able to get the data into Renaissance Place RT by doing one of the following:

- Import data using the Renaissance Place RT import feature (see "Managing Data Imports" on page 165).
- Purchase Renaissance Data Integration Services (RDI) to automate data entry between your Student Information System and Renaissance Place. You can choose between the nightly file exchange process of RDI or the Live SIF Agent to handle the user accounts and management of students, courses, classes, and rosters. Contact your Renaissance Learning Sales Representative for more information.

Setup Checklist for District Administrators, School Administrators, and Non-Teaching Staff

To set up Renaissance Place for the first time, use the checklist below. In some cases, Renaissance Learning may have done some of these tasks for you.

Note: If district personnel will be adding students or having them imported, school personnel should wait until this is done before adding any students to avoid adding the same students more than once.

	Task	Usually Performed By[a]					Where to Go for Instructions
		District		School		Teacher	
		Admin	Staff	Admin	Staff		
❒	Add the marking periods for each school (used for goals and reports).	✓		✓			Page 12
❒	Add the days off during the school year for each school (used for report calculations).	✓	✓	✓	✓		Page 15

	Task	Usually Performed By[a]					Where to Go for Instructions
		District		School			
		Admin	Staff	Admin	Staff	Teacher	
❒	Set reporting periods for Consolidated Reports (**district administrators or school administrators only**).	✓		✓			Page 18
❒	Add all personnel who will be using the software or import their information.	✓	✓	✓			Page 19
❒	Add the students who will be using the software or import their information.	✓	✓	✓			Page 20
❒	Add the courses of study, which stay in the database for your school from year to year.	✓	✓	✓	✓		Page 21
❒	Add the classes for this school year to the courses. Classes must be added every year.	✓	✓	✓	✓		Page 22
❒	Assign personnel to your classes and choose the products they will use. (If you imported the personnel class assignments, you may only need to assign products; see page 116.)	✓	✓	✓	✓		Page 24
❒	Enroll students in each class.	✓	✓	✓	✓		Page 27

a. Based on the capabilities that users in this group usually have (see page 46). If your administrator has given you more capabilities, you may be able to do these tasks even if you do not see a check mark for your group here. If you have a **User Type** drop-down list on your Home page (see page 5), you may need to choose a different role in that drop-down list before you can do some tasks.

Setup Checklist for Technology/Computer Coordinators

To find many of the documents listed in the third column below, click **Manuals** in the upper-right corner of any page in Renaissance Place.

	Task	How to Start the Task	Where to Get More Information
❒	Check for required supporting software on any new or updated computers that will be used with the Renaissance Place software. Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users.	Click **Check Software Requirements** on the Renaissance Place Welcome page on each computer.	Page 30
❒	Make sure each computer that will be used with the Renaissance Place software has a shortcut or favorite set up that points to the current Renaissance Place address.	Follow the instructions for your computer's operating system and/or browser.	—
❒	If you are using AccelScan scanners with Accelerated Math, make sure they are connected to the computers where they will be used.	Using the cable provided, connect each AccelScan to the computer where it will be used. If you are using an 1100 USB scanner, install the AccelScan drivers.	• *Accelerated Math Software Manual* • *AccelScan User's Guide*
❒	If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Math, Accelerated Reader, MathFacts in a Flash, and/or KeyWords), make sure the Renaissance Receivers are connected to the correct computers.	Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. Using the Renaissance Wireless Server Utility, set the Network Name, and set the Renaissance Place address if necessary.	• *NEO 2 Quick Guide* • *2Know! Setup and Resource Guide* • *Accelerated Math Software Manual* • *Accelerated Reader Software Manual* • *KeyWords User Manual* • *MathFacts in a Flash Software Manual*

Defining Marking Periods

By defining the marking periods used in your schools, you will make it possible to:

- select them when you add classes that do not last the entire school year
- print reports that focus on specific marking periods
- set goals in some Renaissance Place products, such as Accelerated Reader or Accelerated Math

To add the same marking periods for more than one school, see "Adding Marking Periods to Multiple Schools" below. To add them for just one school, see page 14.

Note: You can only add or edit marking periods in the current school year or a future school year. If you are viewing a *past* school year, links for adding or editing marking periods will not be available (see "Viewing Marking Periods" on page 43). They will be replaced with links for viewing the marking period information**.**

Adding Marking Periods to Multiple Schools

Who Can Do This?

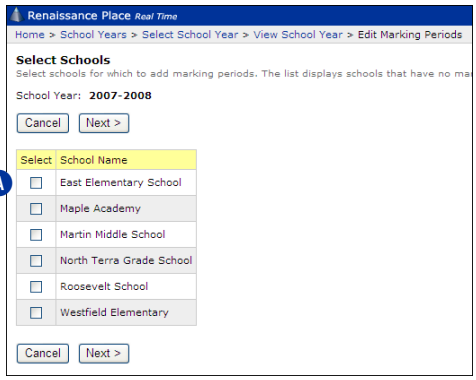
☑ District Administrators
☐ District Staff
☐ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 46.

The only schools you can choose for this process are ones that have no existing marking periods. If you need to define the marking periods for one specific school, see page 14.

Follow these steps to define the same marking periods for more than one school:

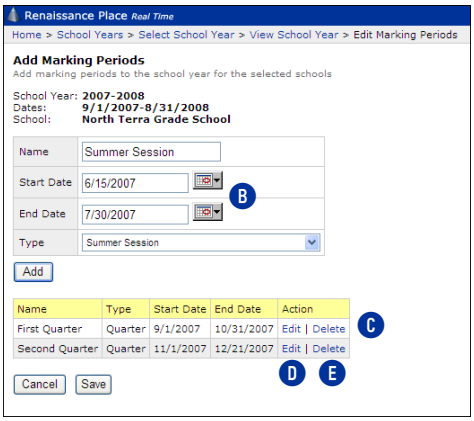
1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year** on the School Years page.
3. Click the school year that you want to add marking periods to.
4. Click **Add Marking Periods to Multiple Schools** on the View School Year page.
5. Check the box next to each school that you want to define the marking periods for A. (Only those schools that don't have existing marking periods for this school year will be listed.) When you have selected the schools, click **Next >**.



6. For each marking period, enter the start and end dates in the blank fields (B) or click the calendar buttons to select the date. Use the **Type** drop-down list to choose the type of marking period. Then, click **Add**. As you do this, the marking periods will be added to the list at the bottom of the page (C).

   To change a marking period you have added, click **Edit** for that marking period (D). The marking period's information will appear in the fields at the top of the page so you can make changes, and the Add button will change to Update. Click **Update** when you are done with your changes. (The button will change back to Add.)

   To delete a marking period you have added, click **Delete** (E) for that marking period.



7. Click **Save**.

Editing Marking Periods for One School

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

***If you are a school administrator and you have access to more than one school**, use the **User Type** drop-down list on your Home page to choose your role at the school you want to add marking periods to before you follow these steps.*

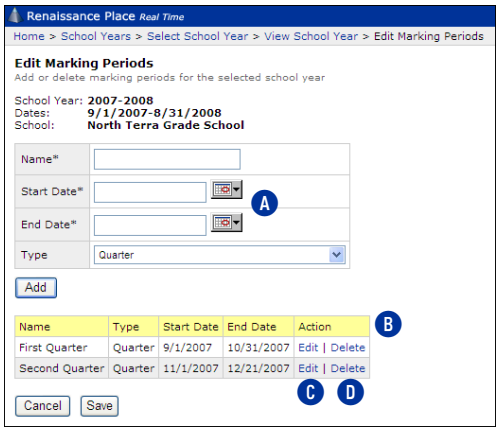
Follow these steps to define the marking periods for one school:

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year** on the School Years page.
3. Click the school year that you want to add marking periods to.
4. If you are a school administrator, click **Edit Marking Periods**.

   If you are a district administrator, click **Edit Marking Periods by School**; then click the name of the school that you want to define marking periods for.
5. For each marking period, enter the start and end dates in the blank fields (A) or click the calendar buttons to select the date. Use the **Type** drop-down list to choose the type of marking period. Then, click **Add**. As you do this, the marking periods will be added to the list at the bottom of the page (B).

   To change a marking period you have added, click **Edit** for that marking period (C). The marking period's information will appear in the fields at the top of the page so you can make changes, and the Add button will change to Update. Click **Update** when you are done with your changes. (The button will change back to Add.)

   To delete a marking period you have added, click **Delete** (D) for that marking period.



6. Click **Save**.

Defining Days Off

Days off are days during the school year when your schools are not in session (this does not include Saturdays and Sundays). Renaissance Place products use this information to calculate the number of actual school days in the school year or a reporting period; this number is used in calculations in some reports.

In Accelerated Reader, days off may also be used to restrict when students take quizzes.

Adding/Editing Days Off for Multiple Schools

Who Can Do This?

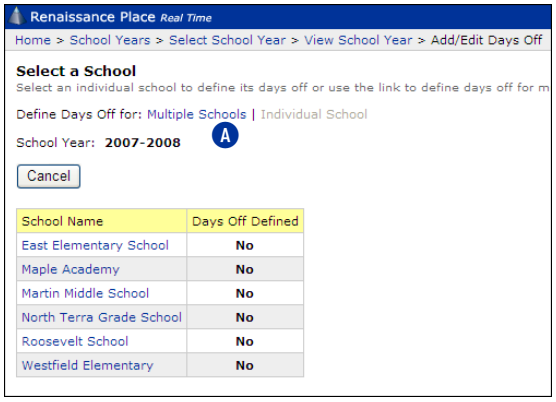
- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

The only schools you can choose for this process are ones that have no existing days off. If you need to change the days off that you have already added for a school, see page 17.

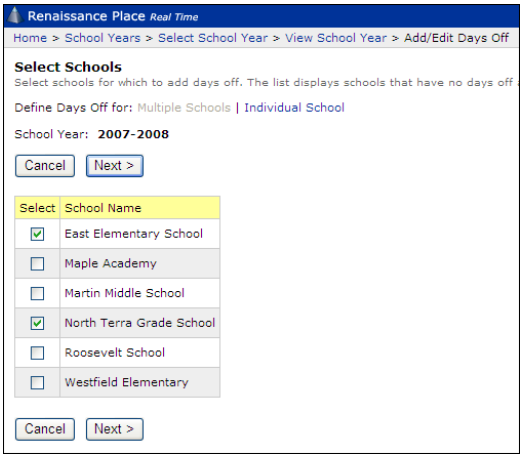
Follow these steps to define the same days off for more than one school:

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year** on the School Years page.
3. Click the school year that you want to define days off for.
4. Click **Add/Edit Days Off** on the View School Year page.
5. The Select a School page lists the schools in the district and shows which ones have days off defined. To define the same days off for more than one school, click **Multiple Schools** A.



***Although you can add days off for multiple schools**, you cannot delete them for multiple schools. Every school that has had days off added to its calendar needs to have days off deleted individually.*

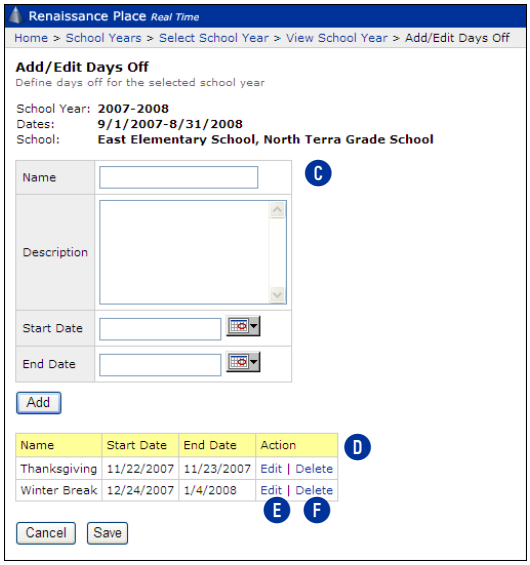
6. Check the box by each school that you want to define days off for (B). Only schools that don't have existing days off for this school year are listed. When you have finished, click **Next >**.


Renaissance Place Real Time
Home > School Years > Select School Year > View School Year > Add/Edit Days Off
Select Schools
Select schools for which to add days off. The list displays schools that have no days off
Define Days Off for: Multiple Schools | Individual School
School Year: 2007-2008
Cancel
Next >
Select
School Name
East Elementary School
Maple Academy
Martin Middle School
North Terra Grade School
Roosevelt School
Westfield Elementary
Cancel
Next >
B

7. In the blank fields, enter the information for each set of days off (C) and click **Add**. As you do this, the days off will be added to the list at the bottom of the page (D).

   To change days off you have added, click **Edit** for that occasion (E). The information will appear in the fields at the top of the page so you can make changes, and the Add button will change to Update. Click **Update** when you are done with your changes. (The button will change back to Add.)

   To delete a day off you have added, click **Delete** (F) for that day off.



8. Click **Save.**

Adding/Editing Days Off for One School

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

***If you are a school administrator and you have access to more than one school**, use the **User Type** drop-down list on your Home page to choose your role at the school you want to add days off to before you follow these steps.*

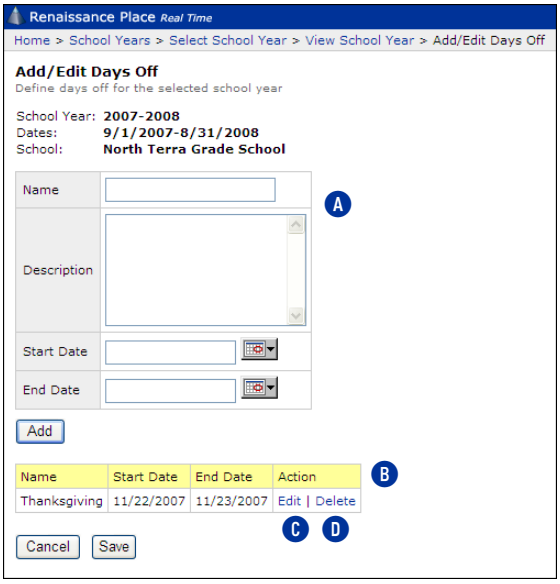
Follow these steps to define the days off for one school:

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year** on the School Years page.
3. Click the school year that you want to define days off for.
4. Click **Add/Edit Days Off** on the View School Year page.
5. *District administrators or district staff members* must select a school if you have more than one. Click the school that you want to define days off for.

   For school administrators and school staff, your school will automatically be selected for you.
6. In the blank fields, enter the information for each set of days off (A) and click **Add**. As you do this, the days off will be added to the list at the bottom of the page (B).

   To change days off you have added, click **Edit** for that occasion (C). The information will appear in the fields at the top of the page so you can make changes, and the Add button will change to Update. Click **Update** when you are done with your changes. (The button will change back to Add.)

   To delete any day off you have added, click **Delete** (D) for that day off.



7. Click **Save**.

Adding Reporting Periods for Consolidated Reports

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 46.

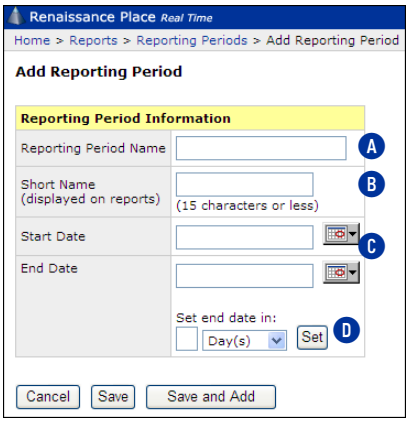
Renaissance Place RT cannot consolidate data for reports until you add the reporting periods that will be used for the reports. Reporting periods don't need to be the same as your marking periods (see page 12); you can enter any time period that you would like to use for the Consolidated reports.

Consolidated reports give you information about student performance in multiple Renaissance Place products. For more information about the reports, see page 127.

Follow these steps to add them:

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **View Reporting Periods** on the Consolidated Reports page.
3. Click **Add Reporting Period** on the View Reporting Periods page.
4. Enter a reporting period name that will help teachers and administrators recognize the time period A.
5. Enter a short name B.
6. Type the start and end dates for the reporting period in the appropriate blank fields, or click the calendar button next to each blank date field and click a date in the calendar that opens up C.

   You can also use the Set option to calculate an end date based on a number entered and the selection of days, weeks, or months. Type the number of days, weeks, or months after the start date that the reporting period should end; then use the drop-down list to designate whether the number refers to **Day(s), Week(s),** or **Month(s)**. Then, click **Set** D.



7. To save your reporting period *and* add another one, click **Save and Add** and enter the information for the next reporting period.

   To save just this reporting period without adding more, click **Save**.

   Your reporting periods will be available for reports the next time data is consolidated. (To find out when this will happen, click **Home**, and under Renaissance Place, see the Data Consolidation Status.)

***New periods** will not be available for Consolidated reports until after the next consolidation.*

Adding Personnel

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

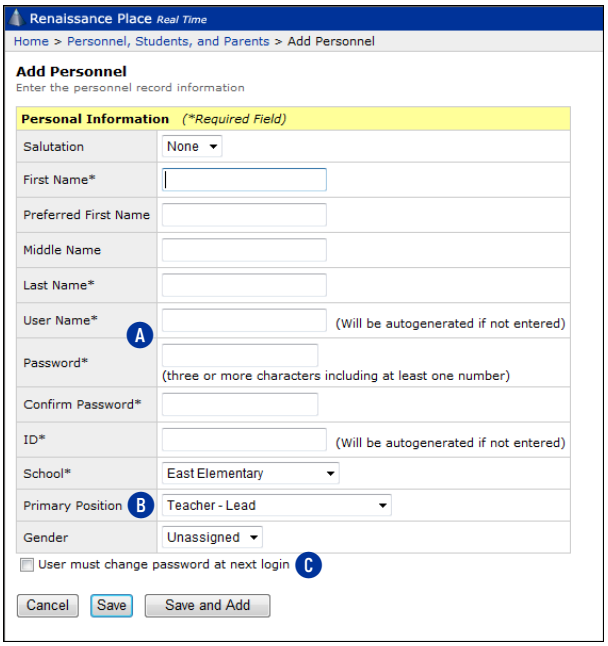
Learn more about capabilities on page 46.

Follow these steps to add the personnel who will use the software, including district administrators, district staff, school administrators, school staff, and teachers.

If you can export personnel information from other software, you may be able to import personnel instead of adding them one by one; for more information, see page 165.

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. If you are a district administrator or district staff member, click **Add District Personnel** if you are adding personnel who report directly to the district office, or click **Add School Personnel** if you are adding personnel for a specific school.

   If you are a school administrator, click **Add Personnel** to add personnel to your school.
3. Enter the information for the person you are adding. Information marked with an asterisk is required; other information is not. First and last names are limited to 35 characters.



A The user name and password are used to log in. They can't be the same. If you don't enter a user name, the program will generate one. Be sure to give each person his or her user name and password after you add personnel.

B The primary position determines which tasks the user can perform in the software. For more information, see "Managing Capabilities" on page 46.

C If you check this box, the user will be required to change his or her password when logging in for the first time.

4. If you want to add more personnel, click **Save and Add** and add the next person's information.

   If you want to add only this person, click **Save**.

***If you are a school administrator and you have access to more than one school**, use the **User Type** drop-down list on your Home page to choose your role at the school you want to work with before following these steps. For more information, see "Switching Roles (User Type*

***If the person's name matches the name of other personnel in the database,** you may have the chance to:*

- *Add another person with the same name (by clicking **Add Personnel**).*
- *Activate a previously deleted matching personnel record instead of adding a new one (by clicking **Activate**).*
- *Cancel if the new personnel record is a duplicate of an existing one.*

Adding Students

Who Can Do This?

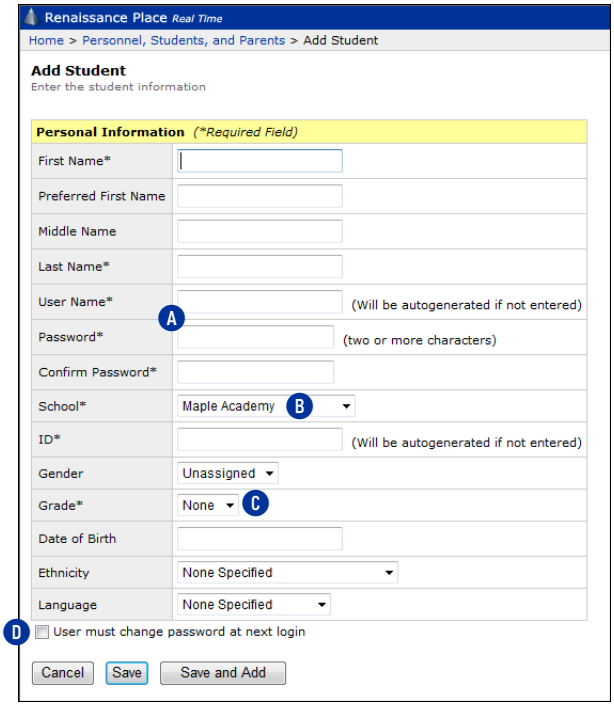
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to add the students who will use the software.

If you can export student information from other software, you may be able to import students instead of adding them one by one; for more information, see page 166.

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Add Students** on the Personnel, Students, and Parents page.
3. Enter the student's information on the Add Student page in the appropriate blank fields. Information marked with an asterisk is required. First and last names are limited to 35 characters.



A The user name and password are used to log in. They can't be the same. If you don't enter a user name, the program will generate one. Give each student his or her user name and password.

B If you don't see a **School** drop-down list, the student will be assigned to your school. (For school administrators assigned to more than one school, the student will be added to the school you have chosen in the **User Type** drop-down list on your Home page; see "Switching Roles (User Type Drop-Down List)" on page 5.)

C In the Grade drop-down list, **EE** means Early Education.

D If you check this box, this student will be required to change his or her password when logging in for the first time (see "Logging In as a Student" on page 34).

4. If you want to add more students, click **Save and Add** and add the next student's information.

   If you want to add only this student, click **Save**.

If the student's name matches the name of another student in the database, *you may have the chance to:*

- *Add another student with the same name (by clicking **Add Student**).*
- *Add the existing student to another school (by clicking **Add** for that school).*
- *Activate a previously deleted matching student record instead of adding a new one (by clicking **Activate**).*
- *Cancel if the new student record is a duplicate of an existing one.*

Adding Courses

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 46.

You must add courses before you can add the classes in which you will enroll students. Courses are programs of study. They are linked to schools, but they remain in your database from year to year until you delete them.

Unlike classes, courses don't need to be added every time you start a new school year.

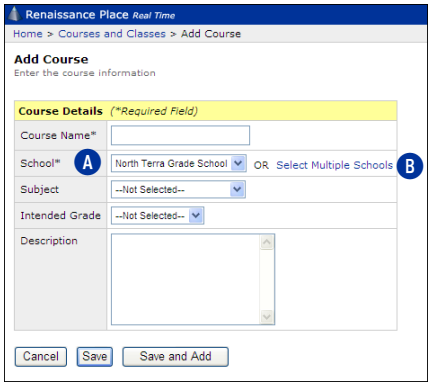
Note: If you can export your course information from other software, you may be able to import the information from a file instead of adding the courses; see page 165.

Follow these steps to add a course to a school:

1. Click **Courses and Classes** under Renaissance Place on the Home page. The Courses and Classes page lists the courses that have already been added for a school.
2. Click **Add Course**.
3. In the blank Course Name field, enter a name for the course you are adding (required). You can also select the subject and grade and enter a description. (In the **Grade** drop-down list, note that EE means Early Education.)

   If you are a district administrator or staff member, you must choose a specific school or multiple schools:

   - To add the course to one school, click the **School** drop-down list and choose the school (A).
   - To add the course to more than one school, click **Select Multiple Schools** (B). On the next page, check the box by every school that needs this course added; then click **Save** to return to the Add Course page.



4. If you want to add another course after you save this one, click **Save and Add** and add the next course.

   If not, click **Save** to save this course.
5. After you add courses, you need to add the individual classes in which you will enroll students. See page 22 for instructions.

If you are a school administrator or school staff member assigned to more than one school, *use the* ***User Type*** *drop-down list on your Home page to choose your role at the school you want to work with. This is the school that you are adding a course to.*

If the course name matches an inactive course in the school(s), *the Duplicate Course Found page will open. To add another course with the same name, click* ***Add Course****. To reactivate the inactive course, click* ***Activate****. If you don't want to add another course or reactivate a previous one, click* ***Cancel****.*

Adding Classes

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Before you add classes, do the following:

- Add the courses for the school (see page 21). Classes are added to the courses. Courses stay in the school from year to year, but since classes may be different in each school year, you must add your classes for each new school year.
- Set up marking periods for the school year. (See "Defining Marking Periods" on page 12.) This will allow you to select the marking period during which a specific class takes place as you add the class.
- Check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes must be added separately for each school year. If you are not working in the school year during which the class takes place, see the instructions on page 43 to change to that school year.

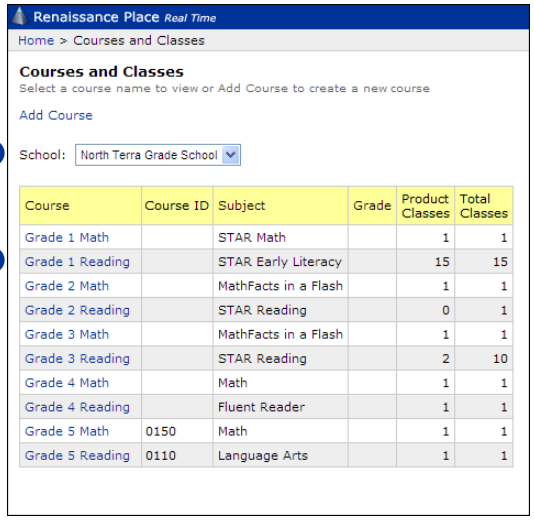
Note: If you can export your class information from other software, you may be able to import the information from a file instead of adding the classes one by one; see page 165.

If the classes you need are already set up in a previous school year, *you can copy the class setup instead of adding the classes again. For instructions, see page 118.*

If you are a school administrator or school staff member *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your role at the school you want to work with. This is the school that you can view courses for.*

Follow these steps to add a class:

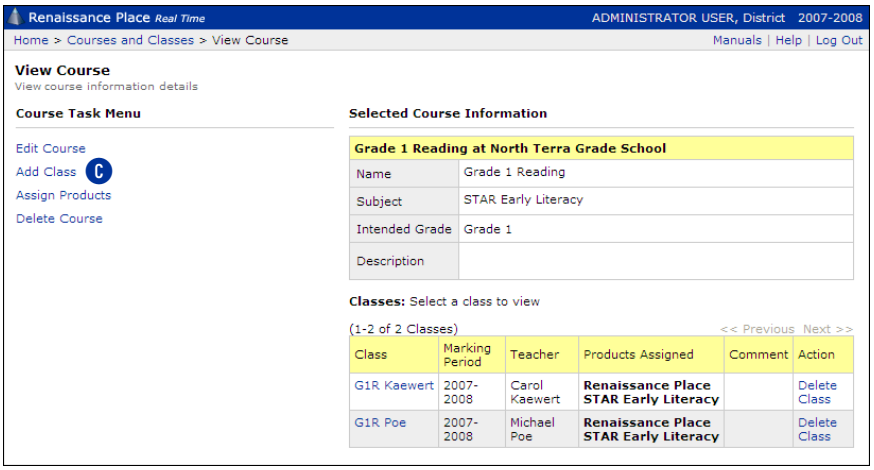
1. Click **Courses and Classes** under Renaissance Place on the Home page. The next page lists the courses that have been added for the school.
2. If you see a **School** drop-down list (A), choose the school that has the courses you want to view.


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B

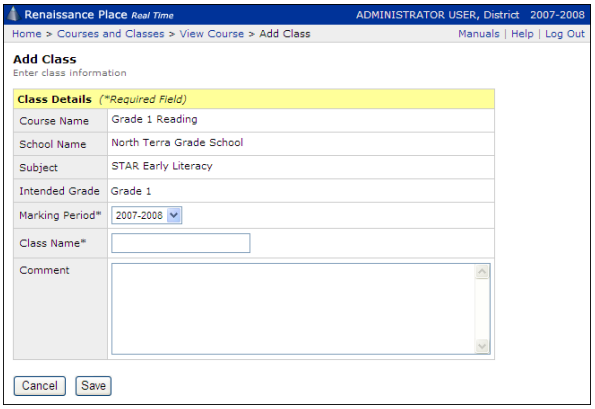
Course	Course ID	Subject	Grade	Product Classes	Total Classes
Grade 1 Math		STAR Math		1	1
Grade 1 Reading		STAR Early Literacy		15	15
Grade 2 Math		MathFacts in a Flash		1	1
Grade 2 Reading		STAR Reading		0	1
Grade 3 Math		MathFacts in a Flash		1	1
Grade 3 Reading		STAR Reading		2	10
Grade 4 Math		Math		1	1
Grade 4 Reading		Fluent Reader		1	1
Grade 5 Math	0150	Math		1	1
Grade 5 Reading	0110	Language Arts		1	1

3. Click the course that you want to add classes to (B).

4. Click **Add Class** C in the View Course page.



5. Enter the information for the new class. Be sure to use a unique class name and choose the marking period during which the class takes place.



6. Click **Save**. You will go to the View Class page, where you can assign a teacher (see page 24) and enroll students (see page 27).

If the class name matches the name of a class that was inactivated for this school, *the Duplicate Class Found page will open. To activate the inactive class, click* ***Activate****. If you do not want to add the class or activate a previous one, click* ***Cancel****.*

Assigning a Teacher to a Class

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

If you are a school administrator or school staff member *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your School User role at the school you want to work with before following these steps.*

Before you follow these steps, check the dates behind your name in the upper-right corner of the page so that you know which school year you're working in. If you're not working in the correct school year, see page 43 to find out how to change to the correct school year.

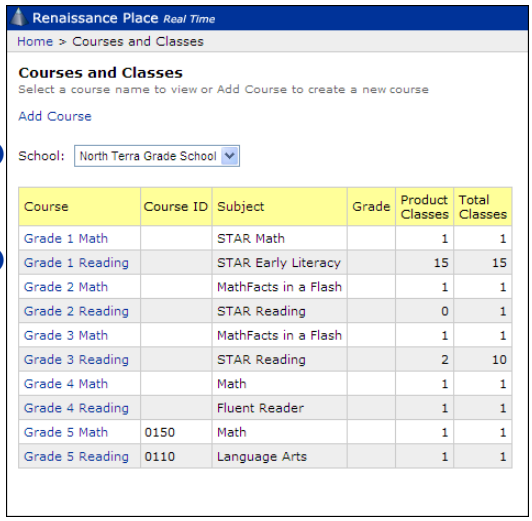
Note: If you can export your class information with assigned teachers from other software, you may be able to import the information instead of assigning the teachers one class at a time; see page 165.

Follow these steps to change the teachers assigned to a class:

1. If you're already on the View Class page for the class, go to step 5.

   If not, click **Courses and Classes** under Renaissance Place on the Home page.

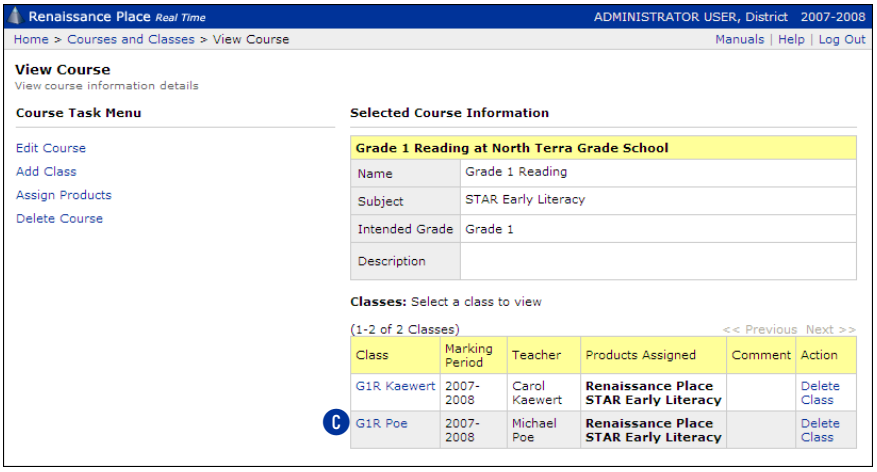
2. If you see a **School** drop-down list on the Courses and Classes page (A), choose the school you want to work with.


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B

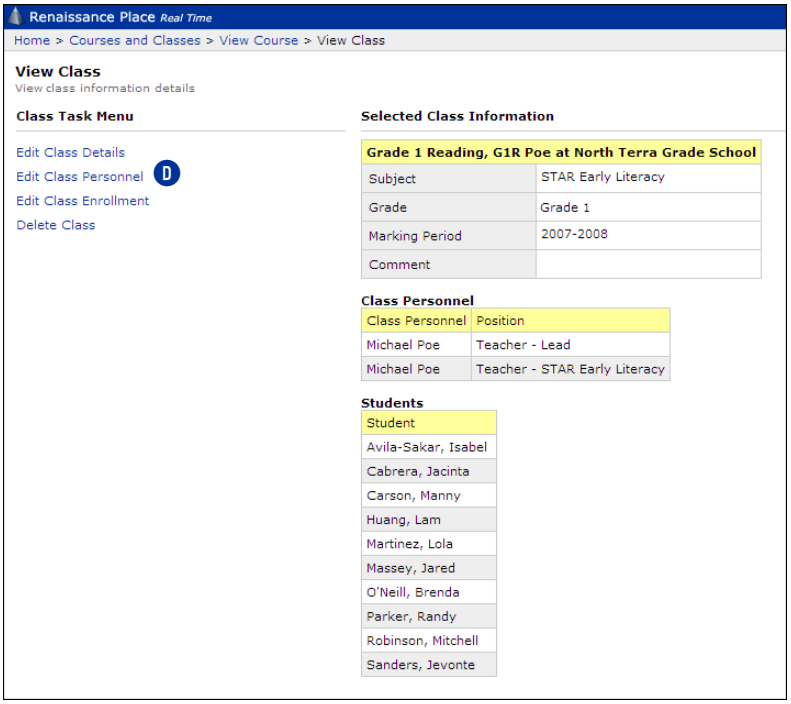
Course	Course ID	Subject	Grade	Product Classes	Total Classes
Grade 1 Math		STAR Math		1	1
Grade 1 Reading		STAR Early Literacy		15	15
Grade 2 Math		MathFacts in a Flash		1	1
Grade 2 Reading		STAR Reading		0	1
Grade 3 Math		MathFacts in a Flash		1	1
Grade 3 Reading		STAR Reading		2	10
Grade 4 Math		Math		1	1
Grade 4 Reading		Fluent Reader		1	1
Grade 5 Math	0150	Math		1	1
Grade 5 Reading	0110	Language Arts		1	1

3. Click the name of the course that the class is in (B).

4. On the View Course page, click the name of the class (C) you want to assign teachers to.

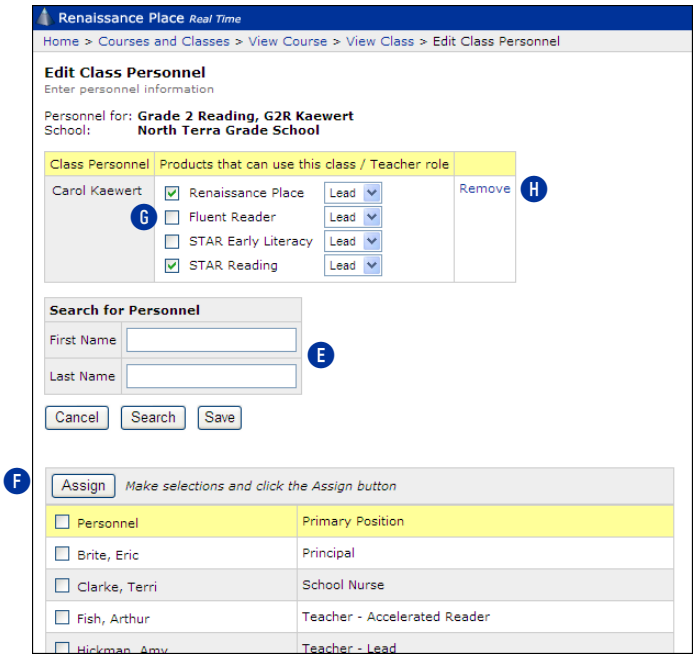


5. Click **Edit Class Personnel** (D) on the View Class page.



6. The Edit Class Personnel page shows the teachers currently assigned to the class (if any). On this page, you can remove teachers that are already assigned to the class, or you can search for and assign other teachers.

   Search for the teacher(s) that you want to assign by entering all or part of the first and/or last name in the blank fields (E). If you want to search for all teachers in the school, leave both names blank. (Only teachers in this school will be found.) Click **Search** to see the results.



7. In your search results (F), check the box next to each teacher that you want to assign to the class. Then, click **Assign**.

8. Once you have assigned teachers, check the boxes for each product that the class will use (G) and use the drop-down list to choose a Lead teacher for each product.

   Make sure you choose one Lead teacher for each product that you check; this is how the product knows which Renaissance Place RT classes to recognize. For example, when you work in STAR Math, you will only see classes that have a STAR Math Lead teacher assigned.

   If you decide to remove a teacher from the class, click **Remove** (H) in the row for that teacher.

9. Click **Save** to save the new teacher assignments.

Another way to assign products to classes *is to click* ***Assign Products*** *on the View Course page. For instructions, see page 116. Teachers must still be assigned to the class if you use this method.*

Enrolling Students in a Class

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

By following these steps, you can change the students enrolled in one class. If you prefer to change multiple class enrollments for just one student, see the instructions on page 88.

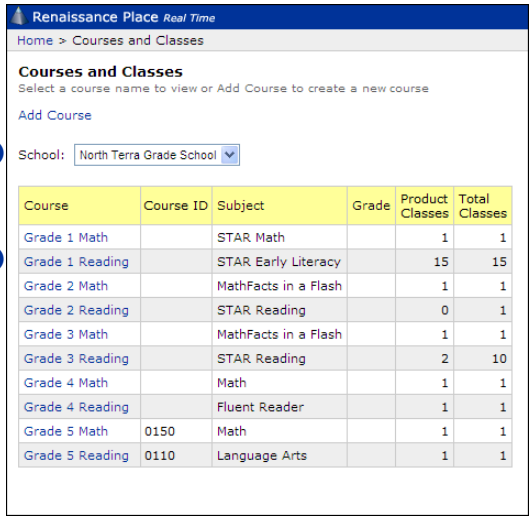
Before you follow these steps, check the dates behind your name in the upper-right section of the page so that you know which school year you are working in. If you're not working in the correct school year, see page 43 to find out how to change to the correct school year.

Note: If you can export your class information with enrolled students from other software, you may be able to import the information instead of enrolling the students one class at a time; see page 165.

If you are a school administrator or school staff member *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your School User role at the school you want to work with before following these steps.*

1. If you're already on the View Class page, go to step 5.

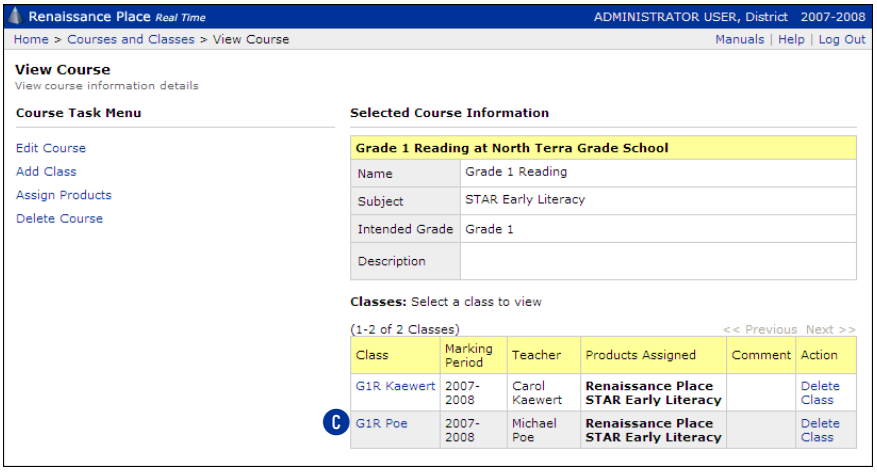
   Click **Courses and Classes** under Renaissance Place on the Home page.
2. If you see a **School** drop-down list on the Courses and Classes page (A), choose the school you want to work with.


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B

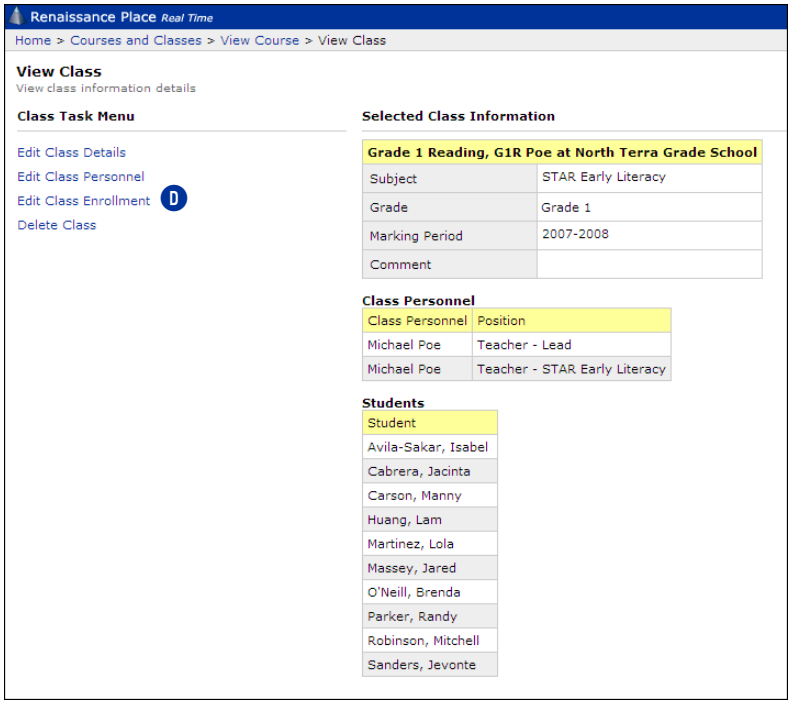
Course	Course ID	Subject	Grade	Product Classes	Total Classes
Grade 1 Math		STAR Math		1	1
Grade 1 Reading		STAR Early Literacy		15	15
Grade 2 Math		MathFacts in a Flash		1	1
Grade 2 Reading		STAR Reading		0	1
Grade 3 Math		MathFacts in a Flash		1	1
Grade 3 Reading		STAR Reading		2	10
Grade 4 Math		Math		1	1
Grade 4 Reading		Fluent Reader		1	1
Grade 5 Math	0150	Math		1	1
Grade 5 Reading	0110	Language Arts		1	1

3. Click the name of the course that the class is in (B).

4. On the View Course page, click the name of the class **C** you want to enroll students in.

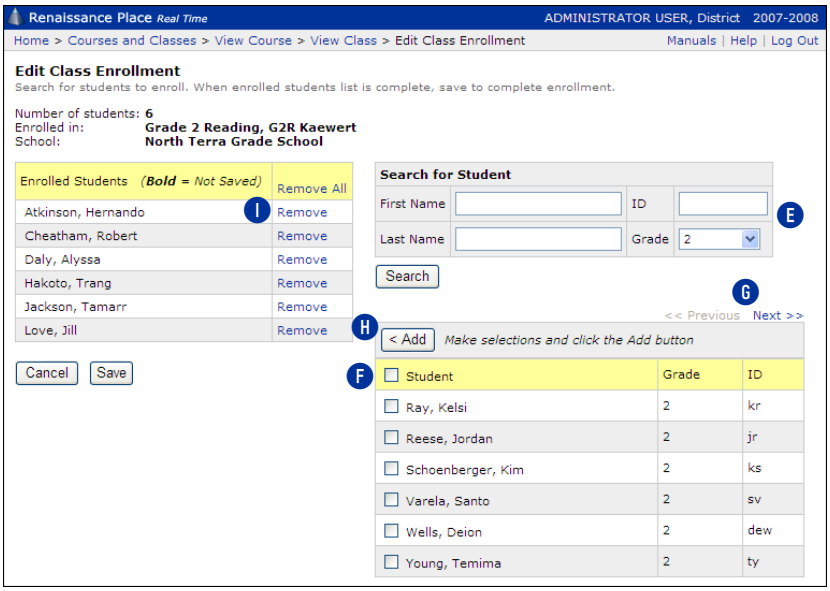


5. Click **Edit Class Enrollment** **D** on the View Class page.



6. The Edit Class Enrollment page shows the student(s) who are currently enrolled in the class (if any). On this page you can change the students who are enrolled in the class.

   Search for the students that you want to enroll in the class (E). You can enter the first name, last name, and/or ID in the blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Then click **Search** to see the results. Only students in this school will be found.



7. In your search results (F), check the box next to each student that you want to enroll in the class. To select all students in the list, check the **Student** box at the top of the list.

   If the list of students in the search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page or **<< Previous** to go back (G).

8. Click **< Add** (H) to enroll the checked students in the class. The students will be added to the list on the left, but their names will be in bold so you can tell which ones will not be in the class until you save your changes.

   If you decide to remove some of the students from the class, click **Remove** next to the students you want to remove (I), or click **Remove All** to remove all students from the class.

9. Click **Save** to save your changes to the class enrollment.

Checking Software Requirements

Current Requirements

For the most up-to-date software, hardware, operating system, and browser requirements for Renaissance Place RT, visit www.renlearn.com/requirements.

Computer Rights vs. Capabilities in Renaissance Place

The rights/permissions/access you have on a specific computer are separate from the capabilities you have within Renaissance Place.

- Administrative rights on an individual computer are part of your school's computer security policy. The rights you have on a computer determine whether you can install software on that computer. For more information, see your school's technology/computer coordinator.
- Capabilities give you the right to perform specific tasks in the Renaissance Place software. For more information, see "Managing Capabilities" on page 46.

Checking for the Supporting Software You Need

Many Renaissance Place products require supporting software programs, such as Adobe Reader to print reports. The supporting software must be installed on *each* individual computer used to work with Renaissance Place programs.

The rights you are given for a specific computer determine

- whether you can install supporting software programs on that computer
- if the installed supporting software program is available to *all* users of that computer, or just you

If some of the software that you need to use Renaissance Place is not installed, or is outdated, you or your students may see messages about the missing software.

Before Logging In

To check that a specific computer has the necessary software to run Renaissance Place products, click **Check Software Requirements** on the Renaissance Place Real Time Welcome page (A) *before* you log in.

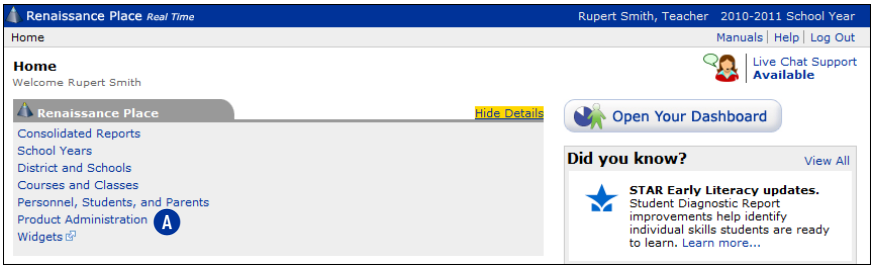
The Software Requirements page will open. See page 32.

Renaissance Learning™
Web-Based Software
Welcome to
Renaissance Place™ Real Time
Log in as: Student
Teacher/Administrator
Renaissance Place ID
RLI-12AB
Renaissance Place Real Time © 2011 Renaissance Learning, Inc. All rights reserved.
The Accelerated logo, Accelerated Math, Accelerated Reader, Accelerated Vocabulary, AccelScan, AR, AR BookFinder, AR BookGuide, ATOS, English in a Flash, Fluent Reader, KeyWords, MathFacts in a Flash, NEO 1, NEO 2, Read Now, Renaissance, Renaissance Learning, Renaissance Learning logo, Renaissance Place, Renaissance Place ID, RP ID, Renaissance Place ID logo, Renaissance Place Real Time, Renaissance Responder, STAR Early Literacy, STAR Math, STAR Reading, the STAR logo, and Successful Reader are trademarks of Renaissance Learning, Inc., and its subsidiaries, registered, common law, or pending registration in the United States and other countries. All other trademarks are the property of their respective owners.
Check Software Requirements
A

After Logging In

After logging in, follow these steps to reach the Software Requirements page:

1. Click **Product Administration** (A) under Renaissance Place on the Home page.



2. On the Product Administration page, below Setup and Maintenance, click **Download Supporting Software**.

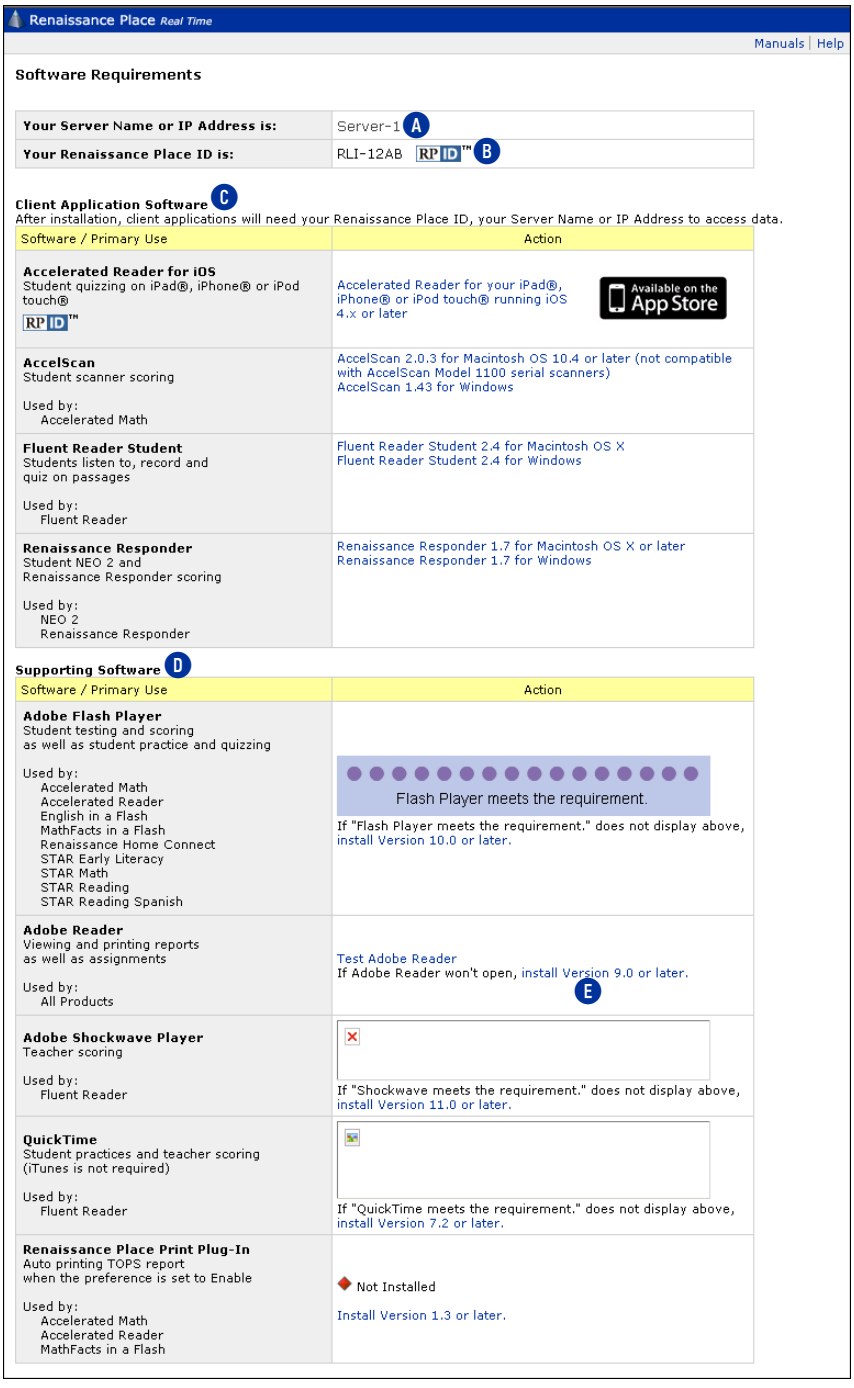
   The Software Requirements page will open. See page 32.

Software Requirements Page

The Software Requirements page (shown on the next page) includes:

- **Server name or address A:** This is required information when you use some client application software.
- **Renaissance Place ID B**: This is a unique identifier that provides a shortcut to your Renaissance Place site. It can be used during the setup of Accelerated Reader on iPad®, iPhone®, and iPod touch® devices. The Renaissance Place ID can be used wherever you see the RPID image going forward.
- **Client Application Software C:** This is software that works with your Renaissance Place products. For example, the AccelScan and Renaissance Responder programs are used with Accelerated Math for scoring. If you need any of this software, click the link for your operating system.
- **Supporting Software D:** Your computer is checked for the supporting software you need to run Renaissance Place Real Time software (such as Adobe Reader, QuickTime, or Flash Player). Adobe Flash Player, Adobe ShockWave Player, and QuickTime will show animations or play sounds if they are working properly. (To make sure Adobe Reader is installed, click **Test Adobe Reader**.) If any programs are missing or need to be updated, click the **install Version** link E for that program.

If any programs need to be installed or updated, *make sure you are logged into the computer with the rights or permissions required to install software for all users. If you do not know whether you have those rights at the computer, or if you don't have those rights, contact your school's technology/computer coordinator.*


Renaissance Place Real Time
Manuals | Help
Software Requirements
Your Server Name or IP Address is:
Server-1
A
Your Renaissance Place ID is:
RLI-12AB
B
Client Application Software
C
After installation, client applications will need your Renaissance Place ID, your Server Name or IP Address to access data.
Software / Primary Use
Action
Accelerated Reader for iOS
Student quizzing on iPad®, iPhone® or iPod touch®
Accelerated Reader for your iPad®, iPhone® or iPod touch® running iOS 4.x or later
Available on the App Store
AccelScan
Student scanner scoring
Used by:
Accelerated Math
AccelScan 2.0.3 for Macintosh OS 10.4 or later (not compatible with AccelScan Model 1100 serial scanners)
AccelScan 1.43 for Windows
Fluent Reader Student
Students listen to, record and quiz on passages
Used by:
Fluent Reader
Fluent Reader Student 2.4 for Macintosh OS X
Fluent Reader Student 2.4 for Windows
Renaissance Responder
Student NEO 2 and Renaissance Responder scoring
Used by:
NEO 2
Renaissance Responder
Renaissance Responder 1.7 for Macintosh OS X or later
Renaissance Responder 1.7 for Windows
Supporting Software
D
Software / Primary Use
Action
Adobe Flash Player
Student testing and scoring as well as student practice and quizzing
Used by:
Accelerated Math
Accelerated Reader
English in a Flash
MathFacts in a Flash
Renaissance Home Connect
STAR Early Literacy
STAR Math
STAR Reading
STAR Reading Spanish
Flash Player meets the requirement.
If "Flash Player meets the requirement." does not display above, install Version 10.0 or later.
Adobe Reader
Viewing and printing reports as well as assignments
Used by:
All Products
Test Adobe Reader
If Adobe Reader won't open, install Version 9.0 or later.
E
Adobe Shockwave Player
Teacher scoring
Used by:
Fluent Reader
If "Shockwave meets the requirement." does not display above, install Version 11.0 or later.
QuickTime
Student practices and teacher scoring (iTunes is not required)
Used by:
Fluent Reader
If "QuickTime meets the requirement." does not display above, install Version 7.2 or later.
Renaissance Place Print Plug-In
Auto printing TOPS report when the preference is set to Enable
Used by:
Accelerated Math
Accelerated Reader
MathFacts in a Flash
Not Installed
Install Version 1.3 or later.

How Students Log In to the Software

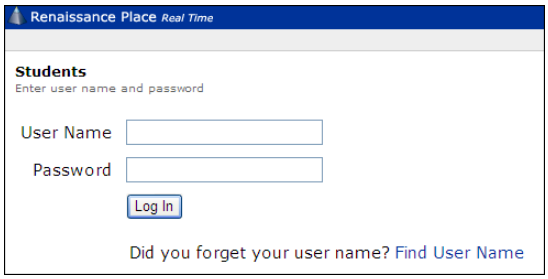
Logging In as a Student

Use these instructions to log in to Renaissance Place RT as a student.

1. Start your web browser (Internet Explorer, Firefox, or Safari) and go to the web address provided by your school or district.
2. Click **Student** on the Welcome page Ⓐ.

Welcome to
Renaissance Place™ R
Log in as: Student A
Teacher/Administrator
Renaissance Place Real Time © 2010 Renaissance Learning, Inc. All rights reserved.
Accelerated Math, Accelerated Reader, the Accelerated Logo, AccelScan, AR, AR BookFinde
Renaissance, Renaissance Home Connect, Renaissance Learning, Renaissance Learning
and Successful Reader are trademarks of Renaissance Learning, Inc., and its subsidiaries
Check Software Requirements

3. Do you know the student's user name?
   - **Yes:** Go to step 4 below.
   - **No:** Go to "If You Don't Know the Student's User Name" on the next page.
4. Enter the student's user name and password in the appropriate blank fields. *Make sure you have the correct password.* Student accounts can be locked if you try to log in several times with the wrong password; for more information, see page 97.



5. Click **Log In**. The student's Home page will open, and links will be available for each product the student's class is using.

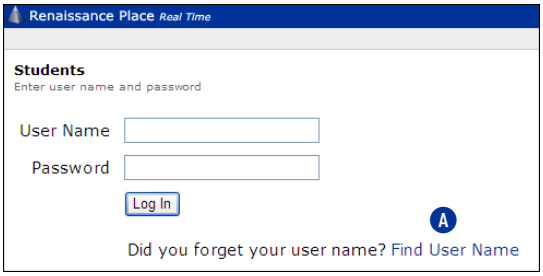
   If you expect to see links for programs that are not listed, make sure the student is enrolled in the correct class (see page 27) and that a teacher was assigned to the class and products were selected (see page 24).

Students may be asked to change their passwords *if the administrator chose to require this when adding or editing student information. To change the password, enter the new password twice in the appropriate blank fields and click* ***Save****.*

For a list of student passwords, *log into Renaissance Place Real Time as a Teacher/Administrator, and click* ***Reports*** *under any product on the Home page. Select the Student Information Report; this report lists all the students who are enrolled in classes which use that product, along with their user names and passwords. For Accelerated Reader, the report is found in the School Management reports.*

If You Don't Know the Student's User Name

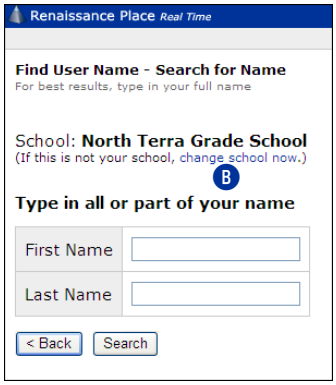
1. Click **Find User Name** A.



For security reasons, you may turn off the ability to search for a student's user name. *For more information, see page 192.*

2. If you see a page where you can choose the school the student is enrolled in, click the name of the school, and click **Next >**.
3. Enter the student's first and/or last name in the appropriate blank fields and click **Search**.

   Note: If this page shows the wrong school, click **change school now** B, click the school name, and click **Next >**.


Renaissance Place Real Time
Find User Name - Search for Name
For best results, type in your full name
School: North Terra Grade School
(If this is not your school, change school now.)
B
Type in all or part of your name
First Name
Last Name
< Back
Search

4. A list of students who match the search criteria you have entered opens.

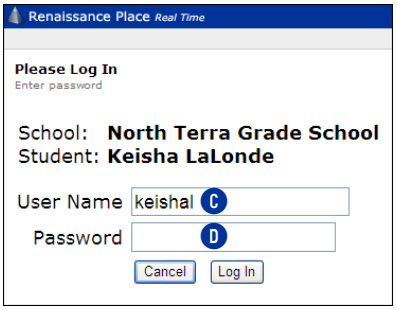
   If the student is listed, click the student's name and go to step 5.

   If the student is not listed, click **< Back** to go back to the page where you can enter search data again.

5. Notice that the program has already entered the student's user name C. Enter the student's password D and click **Log In**.

   Make sure you have the correct password. Student accounts can be locked if you try to log in several times with the wrong password; for more information, see page 97.

   After you log in, the student's Home page will open.



GETTING READY FOR A NEW SCHOOL YEAR

If you have the Renaissance Data Integrator (RDI) service, *your Renaissance Place database is automatically linked to your student information system (SIS) data.* ***Do not follow the steps in this chapter;*** *instead, contact your Technical Services Consultant to set up RDI for the new school year.*

Perform these tasks when the previous school year has ended and you need to get ready to use your Renaissance Place software in the next school year.

For most Renaissance Place products, there are also tasks that need to be done at the beginning of a school year, such as setting preferences, assigning objectives, setting levels, setting benchmarks, or setting screening dates. Refer to the software manual for each of your products for more information.

Checklist for District Administrators, School Administrators, and Non-Teaching Staff

If you want to use your Renaissance Place programs during summer school, *you should wait to perform these steps. For tips, see Knowledge Base article 7901571 at http://support.renlearn.com/techkb/techkb/7901571e.asp.*

	Task	Where to Find Instructions
☐	Add the new school year start and end dates (**must be done by a district administrator or district staff member**).	Page 40
☐	**After** the old school year ends, set the new school year as the current school year. (Don't do this while schools are still working in the old school year. If this is done by district personnel, it only needs to be done once for everyone.)	Page 41
☐	Add the marking periods for each school (used for goals and reports).	Page 12
☐	Add the days off during the school year for each school (used for report calculations).	Page 15
☐	If your classes are similar to those from the previous school year, **and** you have not yet added new classes, you can copy your previous classes. When you do this, you can also select the marking periods to copy them into and copy the assigned teachers.	Page 118
☐	Set reporting periods for Consolidated Reports (**district administrators or school administrators only**).	Page 18

You can also import student, personnel, class, and course information *(including updates to student enrollments and personnel assignments) if you have a properly formatted file from another source (such as a student information system). For more information, see page 165.*

If district-level personnel will be adding students or transferring them from one school to another, *school personnel should wait until this is done before adding their students to avoid adding the same student more than once.*

	Task	Where to Find Instructions
☐	Review the list of personnel to see if any need to be added or changed. Edit personnel information or school assignments if necessary.	Page 56 to view personnel information. Page 57 to edit personnel information.
☐	Add personnel if necessary.	Page 19
☐	Review the list of students to see if any need to be added or changed. Edit student information or characteristics if necessary.	Page 70 to view student information. Page 78 to edit student information.
☐	Transfer students from one school to another as needed, and unenroll those who aren't returning to your school(s).	Page 74
☐	Add new students.	Page 20
☐	Check your course list to see if any need to be added for the new school year. Add courses if necessary. (Courses stay in the list from one year to the next.)	Page 109 to view courses. Page 21 to add courses.
☐	Add classes if you did not copy them or if you need additional classes.	Page 22
☐	Assign personnel to your classes and choose the products they will use. (If you imported the personnel class assignments, follow these steps to choose the products.)	Page 24
☐	Enroll students in each class.	Page 27

Checklist for Technology/Computer Coordinators

To find many of the documents listed in the third column below, click **Manuals** in the upper-right corner of any page in Renaissance Place.

	Task	How to Start the Task	Where to Get More Information
☐	Check for required supporting software on any new or updated computers that will be used with the Renaissance Place software. Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users. **Note:** This is also a good time to recheck computers that have had supporting software installed in case they need updates or additional software. You may also want to take advantage of updated technologies with better built-in security features (such as newer browser versions).	Click **Check Software Requirements** on the Renaissance Place Welcome page on each computer.	Page 30
☐	Make sure each computer that will be used with the Renaissance Place software has a shortcut or favorite set up that points to the current Renaissance Place address.	Follow the instructions for your computer's operating system and/or browser.	—
☐	If you are using AccelScan scanners with Accelerated Math, make sure they are connected to the computers where they will be used.	1. Using the cable provided, connect each AccelScan to the computer where it will be used. 2. If you are using an 1100 USB scanner, install the AccelScan drivers.	• *Accelerated Math Software Manual* • *AccelScan User's Guide*
☐	If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Math, Accelerated Reader, MathFacts in a Flash, and KeyWords), make sure the Renaissance Receivers are connected to the correct computers.	1. Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. 2. Using the Renaissance Wireless Server Utility, set the Network Name, and set the Renaissance Place address if necessary.	• *NEO 2 Quick Guide* • *2Know! Setup and Resource Guide* • *Accelerated Math Software Manual* • *Accelerated Reader Software Manual* • *KeyWords User Manual* • *MathFacts in a Flash Software Manual*

CHANGING DISTRICT INFORMATION

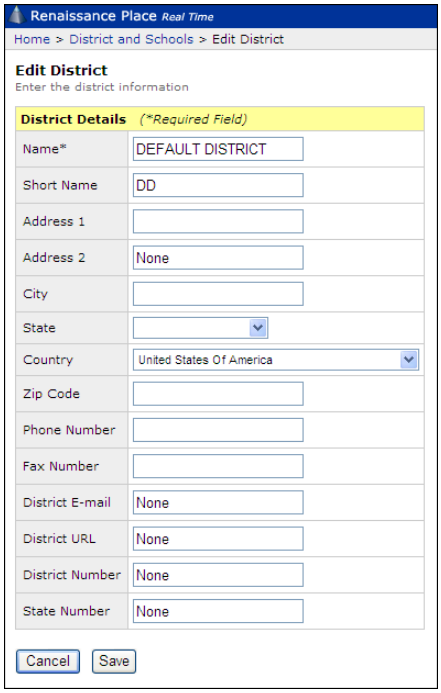
Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps if you want to add specific information about your district.

1. Click **District and Schools** under Renaissance Place on the Home page.
2. Click **District Information** on the District and Schools page.
3. Enter or change the information. Information marked with an asterisk (*) is required. All other information is optional.



4. Click **Save**.

MANAGING SCHOOL YEARS

This section explains how to view school year information, and how to add, change (edit), or delete school years, marking periods, and days off.

Each year, you must add the new school year before you can use your Renaissance Place software in that school year.

When a new school year begins, *be sure to set it as the current school year* (see page 41) so that all users are working in the correct school year. After you add school years, any teacher, staff member, or administrator can choose a school year to work in (see page 43), but the year that is set as the current school year is the one they are using by default whenever they log in.

You can also use the school years and marking periods that you add when you print reports or set goals in Renaissance Place products.

School years cannot be inactivated or permanently deleted*—they can only be added and edited.*

Adding School Years

Who Can Do This?

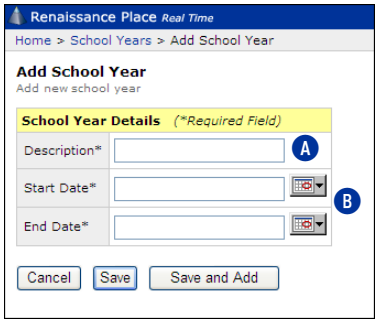
- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

When you start using Renaissance Place software, the first school year is entered for you. Follow these steps to add a new school year as you prepare for a new year.

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **Add School Year** on the School Years page.
3. Enter the school year description (A) and dates (B) in the blank fields.

   To enter the start and end dates, you can either type the dates or click the calendar buttons and select a date. *The dates must not overlap other school years.*



4. If you want to add another school year, click **Save and Add** and repeat the previous step.

   If this is the only school year you are adding at this time, click **Save**.

If you use Renaissance Place during summer school, *see Knowledge Base article http://support.renlearn.com/techkb/techkb/7901571e.asp for more information about setting your school year dates.*

Viewing School Years

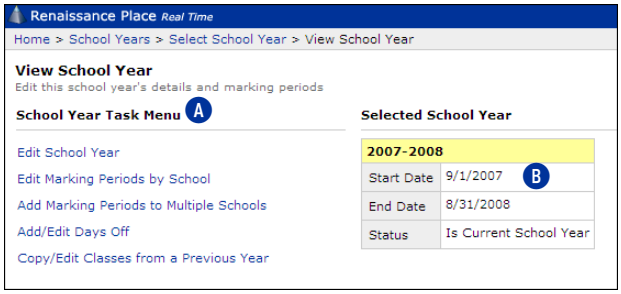
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to view a school year:

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year** on the School Years page.
3. Click the name of the school year you want to view. The View School Year page opens.


Renaissance Place Real Time
Home > School Years > Select School Year > View School Year
View School Year
Edit this school year's details and marking periods
School Year Task Menu
A
Edit School Year
Edit Marking Periods by School
Add Marking Periods to Multiple Schools
Add/Edit Days Off
Copy/Edit Classes from a Previous Year
Selected School Year
2007-2008
Start Date 9/1/2007
B
End Date 8/31/2008
Status Is Current School Year

A The tasks listed depend on your position and capabilities (see page 46).

B The right side of the page shows the dates for the school year and whether it is the current school year.

Setting the Current (Default) School Year

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Students can only *work in the current school year.*

The current school year is the one that users are working in when they first log in. If this is not the correct school year, users can choose to work in a different one (see page 43), but you can save time and avoid confusion by resetting the current school year whenever a new school year begins.

It's a good idea to check this when you first start using the software and when each new school year begins.

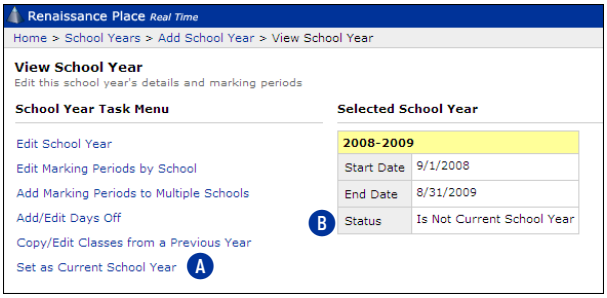
District administrators or district staff set the current (default) school year for all schools in a district. School administrators and school staff can set a different current school year for their own individual school. (Teachers, however, follow the current school year set by the district.)

To set the current school year, follow these steps.

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year** on the School Years page.
3. Click the name of the school year you want to view.

***When the first school year is added when Renaissance Place RT is set up**, the program sets that school year as the current year for all users.*

4. Click **Set as Current School Year** A. (If the link is not available, it may be because you do not have the capability to set the current school year, or this school year is already the current school year; see the Status B.)


Renaissance Place Real Time
Home > School Years > Add School Year > View School Year
View School Year
Edit this school year's details and marking periods
School Year Task Menu
Selected School Year
Edit School Year
Edit Marking Periods by School
Add Marking Periods to Multiple Schools
Add/Edit Days Off
Copy/Edit Classes from a Previous Year
Set as Current School Year
A
B
2008-2009
Start Date 9/1/2008
End Date 8/31/2009
Status Is Not Current School Year

Editing School Years

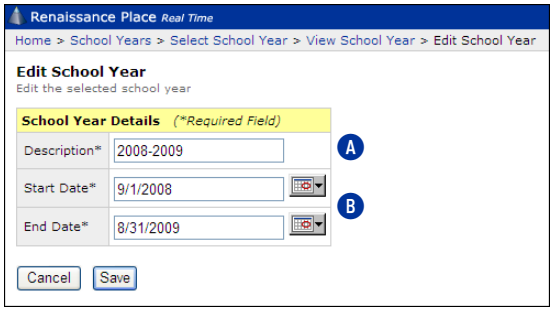
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to edit a school year:

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year** on the School Years page.
3. Click the name of the school year you want to view.
4. Click **Edit School Year.**
5. Edit the school year information.
6. Click **Save**.



***You cannot edit a date** if it occurs in the past or if it is in a previous school year.*

A Use a description that will help personnel find the correct school year.

B To change the start and end dates, you can either type in a new date in the appropriate blank field or click the calendar button and click the date in the calendar that opens up. *The dates must not overlap other school years.*

Setting Up Marking Periods and Days Off

To add or edit the marking periods that you can use for goals, classes, or reports, see page 12.

To add or edit the days off during your school year, which can help with restrictions or report calculations, see page 15.

Viewing Marking Periods

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to view the marking periods for a school:

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year** on the School Years page.
3. Click the school year that you want to view marking periods for.
4. What you see next depends on your position and whether you are viewing a past school year:
   - *District administrators*—Click **Edit Marking Periods by School** (or **View Marking Periods by School** if you are viewing a past school year). Then click the school whose marking periods you want to view.
   - *School administrators*—Click **Edit Marking Periods** (or **View Marking Periods** if you are viewing a past school year).
   - *District staff*—Click **View Marking Periods by School.**
   - *School staff*—Click **View Marking Periods.**

   The next page will list the marking periods that have already been defined for the school (if any). Administrators can also edit or delete marking periods; see page 12.

Changing the School Year You Are Working In (Active School Year)

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 46.

***Students can only** work in the current school year. They cannot choose to work in another school year.*

Administrators designate the current school year, which is the year that users are working in when they first log in to Renaissance Place. (Different types of administrators set the current school year for different users; for more information, see page 41.) The school year you are currently working in is shown above your name in the upper-right corner of any page.

You may want to work in a different school year if you would like to view reports from past school years or if you want to add courses, classes, students, or personnel for the next school year.

When you change the active school year, this change only affects you. It will not affect any other users logged in to Renaissance Place.

To choose a different school year, follow these steps:

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **Change Active School Year** on the School Years page.
3. Click the school year you want to work in on the next page. You will continue to work in the school year you have chosen until you either change the year again or you log out of Renaissance Place.

MANAGING SCHOOLS

The following sections describe how to view or edit the schools in your district.

Viewing Schools

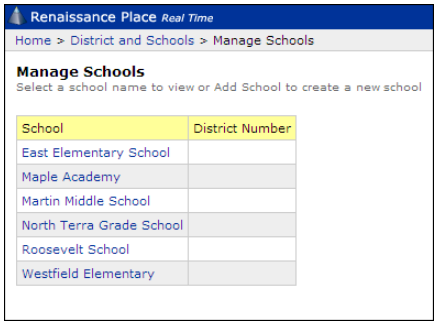
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to view a list of the schools in the district and to view information about a specific school:

1. Click **District and Schools** under Renaissance Place on the Home page.
2. Click **View School** on the District and Schools page.
3. The Manage Schools page lists the schools that have been added to the district so far. The list includes school names and district numbers. For more information about a specific school, click the name of the school.



Editing Schools

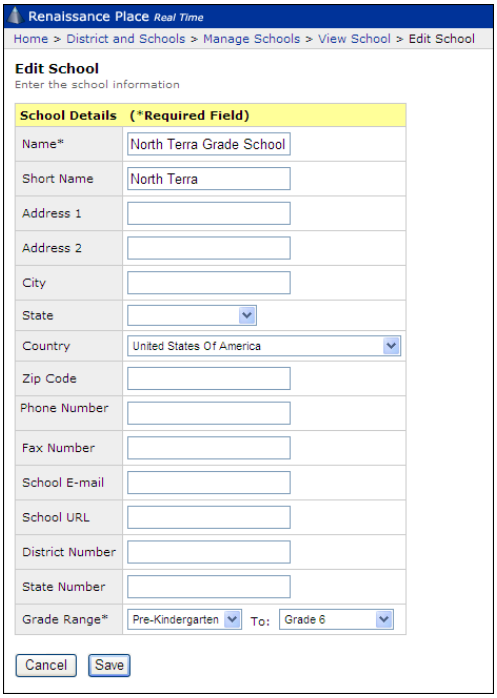
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to edit the information for a school:

1. Click **District and Schools** under Renaissance Place on the Home page.
2. Click **View School** on the District and Schools page. The View School page opens next.
3. Click the school name.
4. Click **Edit School**.
5. Edit the information as needed on the Edit School page. Required fields are marked with an asterisk.
6. Click **Save**.



If you change the school name to one that is the same as another school in the database, the Duplicate School Found page opens. *You can click* ***Cancel*** *if you don't want to duplicate an existing school, click* ***Add School*** *if you want to add another school with the same name, or click* ***Activate*** *if the original school needs to be reactivated.*

MANAGING CAPABILITIES

Capabilities give users the right to perform specific tasks in the Renaissance Place products. They are pre-assigned based on:

- Your position, which determines which user group you belong to
- The tasks that user group usually performs

The following sections explain the positions in the Renaissance Place RT user groups and how to view or change capabilities for user groups or individual users.

The User Groups in Renaissance Place RT

Your user group determines which Home page you have access to. *After your name in the upper-right corner of each page, the program shows which Home page you are logged in to. This is important if you have been assigned more than one role in the software—you can always tell which role you are using. You can also change the role you are working in without logging out of the program; see page 5.*

The Renaissance Place RT software contains these seven user groups:

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers
- Students
- Parents

When you add personnel to the program, you choose the person's primary position, and that places the person in one of these user groups. The positions included in each user group are listed below.

District Administrators

- Assistant Superintendent
- District Superintendent

District Staff

- Academic Testing Coordinator
- Admissions Director
- Curriculum Director
- Custodian—District
- Director of Education
- Food Service Director
- Gifted/Talented Director
- Library/Media Director
- Other District Staff
- Personnel Director
- Reading Specialist
- Secretary—District
- Special Education Director
- Technology/Computer Director
- Title I Director
- Vocational Education Coordinator

School Administrators

- Assistant Principal
- Intervention Specialist
- Librarian/Reading Coordinator
- Principal

School Staff

- At Risk Coordinator
- Athletic Director
- Athletic Trainer
- Audiologist
- Custodian—School
- Educational Diagnostician
- ESL Coordinator
- Food Service Worker
- Guidance Counselor
- Interpreter
- Librarian/Media Specialist
- Occupational Therapist
- Other School Staff
- Physical Therapist
- Physician
- Reading Specialist
- School Nurse
- School Psychologist
- Secretary—School
- Social Worker
- Speech Therapist
- Teacher's Aide
- Teacher Appraiser
- Teacher Facilitator
- Teacher Supervisor
- Technology/Computer Coordinator

Teachers

- ESL Teacher
- Lead Teacher
- Other Teachers
- Team Teacher

Students

Students will log in to use some Renaissance Place products.

Parents

If you have chosen to allow parent access (see page 192), parents may be added to the database by administrators or staff so they can log in to view reports. See "Managing Parents" on page 99.

View Default Capabilities for a User Group

How District and School Administrators View Capabilities for a Group or Individual

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

To see a list of the capabilities that have been granted to a group of users or an individual user, administrators must follow the same steps they would follow to change those capabilities. For more information, see these procedures:

- To view or change the default capabilities that will be granted to new users that you add to each group, see page 49.
- To view or change the capabilities for users who have already been added to the software, see page 50.
- To view or change the capabilities for one person, see page 60.

How District Staff and School Staff View Capabilities for a Group

Who Can Do This?

- ☐ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

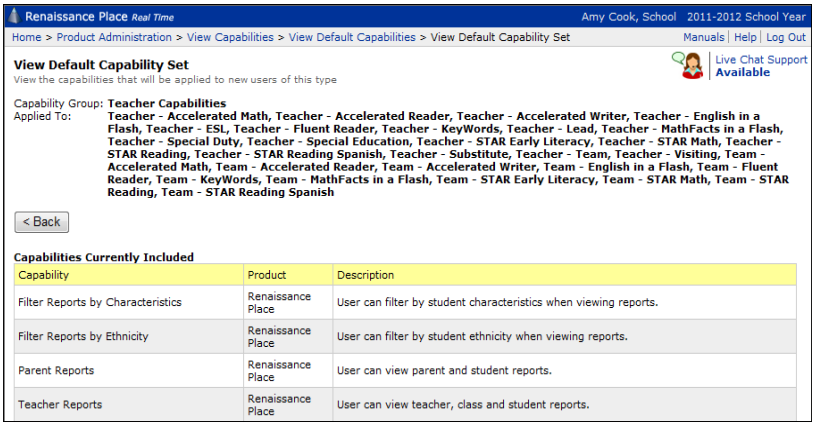
If you have more than one role in the software, *be sure to choose the role that you want to use on your Home page as described on page 5. The role you choose could determine which groups you can view capabilities for.*

Follow these steps to view the default capabilities that have been given to a group of users. (If you want to view the capabilities that one person has, see page 59.)

Note: By following these steps, you are viewing the default capabilities that are given to new users as they are added to the software. Administrators may have changed the capabilities for existing users or individuals.

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **Define User Capabilities** on the Product Administration page.
3. School staff members should click **View Default Capability Sets** for the school users.

   District staff members should click **View Default** for either school users or district users.
4. If you are a district staff member and you are viewing school user capabilities, on the next page, click the **School** drop-down list and choose a school.
5. Click the user group whose capabilities you want to view. The next page will list the capabilities that have been given to this group.


Renaissance Place Real Time
Amy Cook, School 2011-2012 School Year
Home > Product Administration > View Capabilities > View Default Capabilities > View Default Capability Set
Manuals | Help | Log Out
View Default Capability Set
View the capabilities that will be applied to new users of this type
Live Chat Support Available
Capability Group: Teacher Capabilities
Applied To: Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, Teacher - ESL, Teacher - Fluent Reader, Teacher - KeyWords, Teacher - Lead, Teacher - MathFacts in a Flash, Teacher - Special Duty, Teacher - Special Education, Teacher - STAR Early Literacy, Teacher - STAR Math, Teacher - STAR Reading, Teacher - STAR Reading Spanish, Teacher - Substitute, Teacher - Team, Teacher - Visiting, Team - Accelerated Math, Team - Accelerated Reader, Team - Accelerated Writer, Team - English in a Flash, Team - Fluent Reader, Team - KeyWords, Team - MathFacts in a Flash, Team - STAR Early Literacy, Team - STAR Math, Team - STAR Reading, Team - STAR Reading Spanish
< Back
Capabilities Currently Included
Capability | Product | Description
Filter Reports by Characteristics | Renaissance Place | User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity | Renaissance Place | User can filter by student ethnicity when viewing reports.
Parent Reports | Renaissance Place | User can view parent and student reports.
Teacher Reports | Renaissance Place | User can view teacher, class and student reports.

6. To exit this page, click **< Back**.

Editing the Default Capability Sets for New Users in a Group

Who Can Do This?

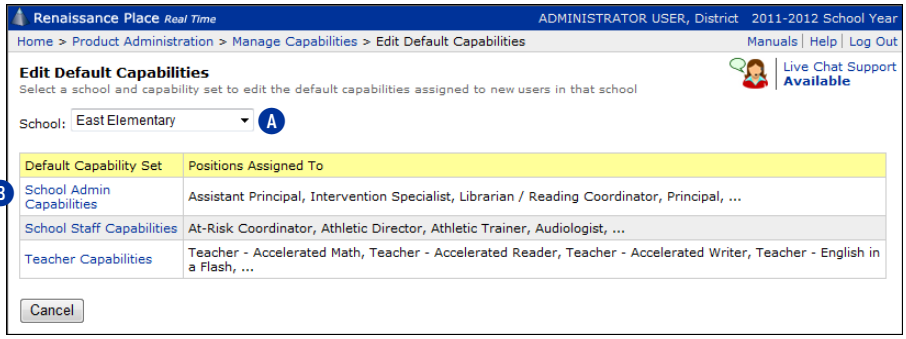
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

By following these steps, you can change the default capabilities for a user group.

Your changes will affect new users added to the group in the future, but *not* existing users who are already in the database. To change capabilities for existing users, see page 50.

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **Define User Capabilities** on the Product Administration page.
3. Click **Edit Default** next to either the District User Capabilities or the School User Capabilities. (If you are a school administrator, only the School User Capabilities will be listed.)
4. If you are a district administrator and you are changing School User Capabilities, choose a school from the **School** drop-down list (A).


Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Product Administration > Manage Capabilities > Edit Default Capabilities
Manuals | Help | Log Out
Edit Default Capabilities
Select a school and capability set to edit the default capabilities assigned to new users in that school
Live Chat Support Available
School: East Elementary
A
B
Default Capability Set
Positions Assigned To
School Admin Capabilities
Assistant Principal, Intervention Specialist, Librarian / Reading Coordinator, Principal, ...
School Staff Capabilities
At-Risk Coordinator, Athletic Director, Athletic Trainer, Audiologist, ...
Teacher Capabilities
Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, ...
Cancel

5. Click the user group (B) that you want to change the default capabilities for.

If you are a school administrator assigned to more than one school, *you are editing capabilities for the role you chose in the* ***User Type*** *drop-down list on your Home page. To choose a different school, see "Switching Roles (User Type Drop-Down List)" on page 5.*

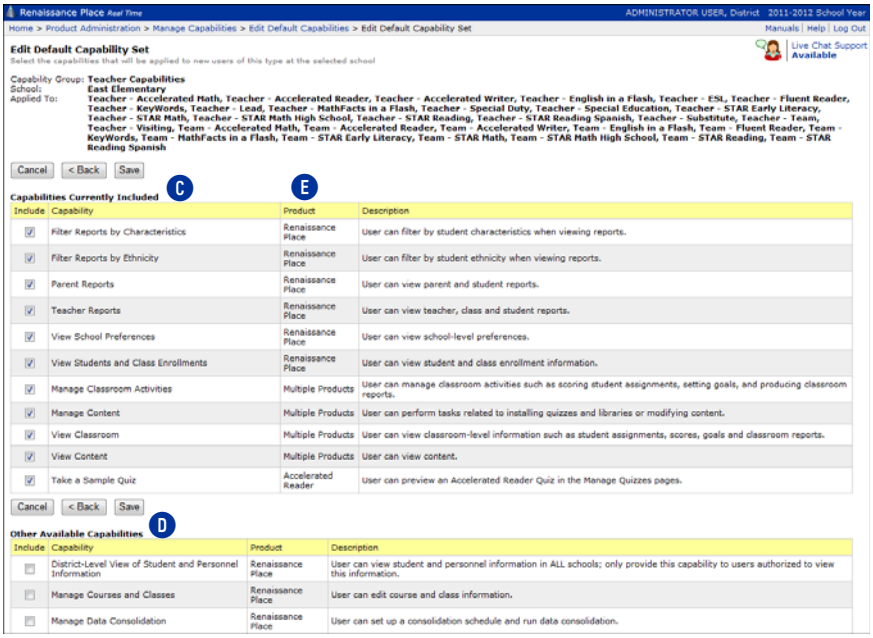
6. On the next page, choose the capabilities that you want this group to have.

   The Capabilities Currently Included (C) are those that new users in this group are given when they are added. If you don't want new users to get some of these capabilities, remove the check mark next to those capabilities.

   The Other Available Capabilities (D) are additional capabilities that you can give to new users in this group. If you want new users in this group to have any of those capabilities, check the ones that you want them to have.

   The Product column (D) shows you which products use each capability.

   Click **Save** when you have finished changing the default capabilities for this group.



Editing the Capabilities for Existing Users in a Group

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

By following these steps, you are changing the capabilities for existing users in a user group—that is, users who are already in this group in the database.

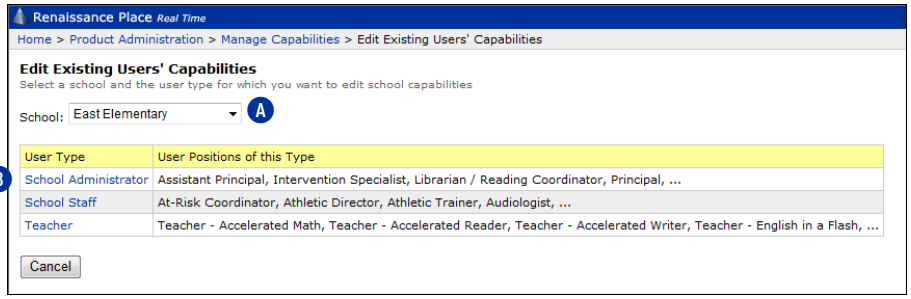
Your changes will not affect new users that have not yet been added to the database. To change the default capabilities that will be given to those users, see page 49.

Important: *If you want to change capabilities for just one person,* follow the steps on page 60 instead.

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **Define User Capabilities** on the Product Administration page.

If you are a school administrator assigned to more than one school, *you are editing capabilities for the role you chose in the* ***User Type*** *drop-down list on your Home page. To choose a different school, see "Switching Roles (User Type Drop-Down List)" on page 5.*

3. Click **Edit Existing Settings** next to either the District User Capabilities or the School User Capabilities. (If you are a school administrator, only the School User Capabilities will be listed.)
4. If you are a district administrator and you are changing School User Capabilities, choose a school from the **School** drop-down list A.


Renaissance Place Real Time
Home > Product Administration > Manage Capabilities > Edit Existing Users' Capabilities
Edit Existing Users' Capabilities
Select a school and the user type for which you want to edit school capabilities
School: East Elementary
A
B
User Type
User Positions of this Type
School Administrator
Assistant Principal, Intervention Specialist, Librarian / Reading Coordinator, Principal, ...
School Staff
At-Risk Coordinator, Athletic Director, Athletic Trainer, Audiologist, ...
Teacher
Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, ...
Cancel

5. Click the group that you want to change capabilities for B.
6. Click one of the three options for each capability for users in this group:
   - **Leave as is** C means that users in the group who already have this capability will keep it, and those who don't have the capability still won't have it.
   - **Add to all users** D means that everyone in this group will be given the capability, even if some haven't had it before.
   - **Remove from all users** E means the capability will be taken away from everyone in the group, even if some users in the group have had the capability up to now.

   The Product column F shows you which products use each capability.

   When you have finished, click **Save**.

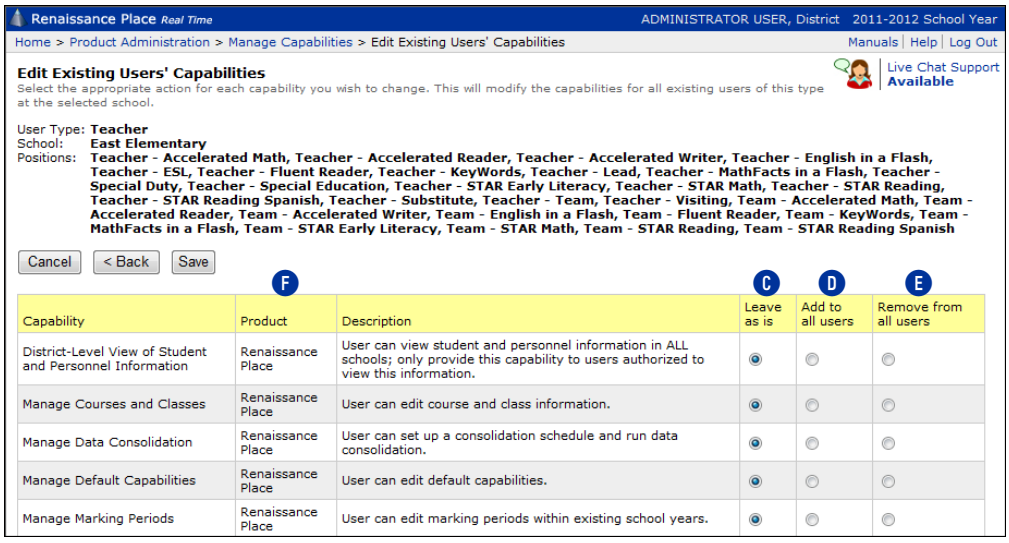

Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Product Administration > Manage Capabilities > Edit Existing Users' Capabilities
Manuals | Help | Log Out
Edit Existing Users' Capabilities
Select the appropriate action for each capability you wish to change. This will modify the capabilities for all existing users of this type at the selected school.
Live Chat Support Available
User Type: Teacher
School: East Elementary
Positions: Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, Teacher - ESL, Teacher - Fluent Reader, Teacher - KeyWords, Teacher - Lead, Teacher - MathFacts in a Flash, Teacher - Special Duty, Teacher - Special Education, Teacher - STAR Early Literacy, Teacher - STAR Math, Teacher - STAR Reading, Teacher - STAR Reading Spanish, Teacher - Substitute, Teacher - Team, Teacher - Visiting, Team - Accelerated Math, Team - Accelerated Reader, Team - Accelerated Writer, Team - English in a Flash, Team - Fluent Reader, Team - KeyWords, Team - MathFacts in a Flash, Team - STAR Early Literacy, Team - STAR Math, Team - STAR Reading, Team - STAR Reading Spanish
Cancel
< Back
Save
F
C
D
E
Capability
Product
Description
Leave as is
Add to all users
Remove from all users
District-Level View of Student and Personnel Information
Renaissance Place
User can view student and personnel information in ALL schools; only provide this capability to users authorized to view this information.
Manage Courses and Classes
Renaissance Place
User can edit course and class information.
Manage Data Consolidation
Renaissance Place
User can set up a consolidation schedule and run data consolidation.
Manage Default Capabilities
Renaissance Place
User can edit default capabilities.
Manage Marking Periods
Renaissance Place
User can edit marking periods within existing school years.

Table of Default Capabilities

This table lists the capabilities for Renaissance Place and for multiple products. For more information about the capabilities for a specific product, see the manual for the product you are using.

Capability	Determines Who Can…	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
Content **Note:** Since Renaissance Learning is hosting Renaissance Place RT for you, the content installation tasks will be done for you by Renaissance Learning.						
Manage Content	Manage content, such as quizzes or libraries.	✓	✓	✓	✓	✓
View Content	View content, such as quizzes or libraries.	✓	✓	✓	✓	✓
District and School Information						
Manage District	Change district information, such as the name, address, or phone number.	✓	+	–	–	–
Manage Schools	Edit schools.	✓	✓	–	–	–
View Schools	View information on schools in the district.	✓	✓	–	–	–
School Years, Marking Periods, and Days Off						
Manage School Year	District personnel with this capability can add, edit, or delete school years, set the default school year for the entire district, and copy classes from one school year to another. School personnel with this capability *cannot* add, edit, or delete school years, but they can set the current school year for their own school and copy classes from a previous school year.	✓	✓	✓	✓	+
Manage Marking Periods	Add, edit, or delete marking periods, such as quarters, semesters, trimesters, or summer sessions. They are used for reports and goal setting. District personnel can manage marking periods for any school. School personnel can only manage marking periods for their school.	✓	+	✓	+	+

✓ *= available* + *= can be added* – *= unavailable*

Capability	Determines Who Can…	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
Courses and Classes						
Manage Courses and Classes	Add, edit, and delete courses and classes; assign teachers to classes; enroll students in classes. District personnel can do this for any school; school personnel can only do this for their schools.	✓	✓	✓	✓	+
View Courses and Classes	View course and class information. District personnel can view the information for any school. School personnel can view the information for their school.	✓	✓	✓	✓	+
Personnel Information						
Manage Personnel	Add, edit, or delete personnel information. District personnel can do this for the district or any school. School personnel can do this for their school.	✓	✓	✓	+	+
View Personnel	View personnel information.	✓	✓	✓	✓	+
Student Information						
District-Level View of Student and Personnel Information	View student and personnel information in ***all*** schools (not just schools to which they may be assigned). Only users who should see information for all schools should be granted this capability.	✓	✓	✓	+	+
Manage School Enrollment	Enroll or unenroll students in schools. District personnel can enroll students in any school. School personnel can only enroll students in their schools.	✓	✓	✓	+	+
Manage Students and Class Enrollments	Add students, enroll students in classes, edit student information and characteristics, manage custom characteristics in the database, and delete students from the database. District personnel can do this for any school. School personnel can do this for their school. This does not include the ability to import, export, or merge student information.	✓	✓	✓	+	+
Manage Student Data	Permanently remove and recover student records. **Note:** District administrators and district staff have this capability by default. However, users with this capability need the Manage Student and Class Enrollments capability as well so that they have access to the Edit Multiple Students page, where they can permanently remove student records.	✓	✓	+	+	+
View Students and Class Enrollments	View student information, including class enrollment.	✓	✓	✓	✓	✓

✓ = available + = can be added — = unavailable

Capability	Determines Who Can…	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
Merge Students	Merge duplicate student records into one. District personnel can merge student records for any school. School personnel can merge student records for their school.	✓	+	✓	+	+
District-Level Student Export and District-Level Student Import	Export student information at all levels for any student at any school or import students into any school.	✓	+	–	–	–
School-Level Student Export and School-Level Student Import	Export student groups within a specific school or import students into a school.	–	–	✓	+	+
Teacher-Level Student Export and Teacher-Level Student Import	Export students of a specific teacher or import students into classes for a specific teacher.	–	–	✓	+	+
Parent Information						
Manage Parents	Add, edit, or delete parent information.	✓	✓	✓	+	+
View Parents	View parent information for parents in the database.	✓	✓	✓	✓	+
Classroom Work						
Manage Classroom Activities	Manage student assignments, goals, scores, and classroom reports, including Record and Assignment Books.	✓	+	✓	+	✓
School-Level Access	Access all classes in all Renaissance Place products.	✓	✓	✓	✓	+
View Classroom	View classroom work, such as student assignments, goals, and scores, including Record and Assignment Books.	✓	+	✓	+	✓
Reports						
District Reports	View reports for all levels: district, schools, teachers, classes, or students.	✓	✓	–	–	–
School Reports	View reports for individual schools and their teachers, classes, and students.	✓	✓	✓	✓	+
Teacher Reports	View reports for an individual teacher's classes.	✓	✓	✓	✓	✓
Parent Reports	View parent reports.	✓	✓	✓	✓	✓
Filter Reports by Characteristics	Limit reports to students who have been assigned specific characteristics in Renaissance Place RT.	✓	✓	✓	✓	✓

✓ = available + = can be added – = unavailable

Capability	Determines Who Can…	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
Filter Reports by Ethnicity	Limit reports to students with specific ethnicities, which are set when you add students or edit their information.	✓	✓	✓	✓	✓
Manage Reporting Periods	Set the reporting periods for Renaissance Place Consolidated reports. Reporting periods are time periods that you can select for the report.	✓	+	✓	+	+
Manage Data Consolidation	Schedule data consolidation to gather data from all products to include in Renaissance Place reports. You set the date, times, and recurrence. (The default schedule is 2:00 A.M. daily.)	✓	+	+	+	+
Software Preferences						
Change Data Editing Preference	Change the Data Editing Restrictions preference, which prevents users from changing data that is automatically updated from another source, such as your district's student information files. The preference is under Product Administration.	✓	+	–	–	–
Manage District Preferences	Change district-level preferences. Most products do not have district-level preferences.	✓	+	–	–	–
Manage School Preferences	Change school-level preferences for any product, such as the Accelerated Reader Student Quizzing preferences. District personnel can change these for any school. School personnel can change them for their school.	✓	+	✓	+	+
View District Preferences	View district preferences, such as the Data Editing Restrictions preference.	✓	+	–	–	–
View School Preferences	View school-level preferences for any Renaissance Place product.	✓	✓	✓	✓	✓
Manage Default Capabilities	Choose the capabilities for any person or group using Renaissance Place RT software. District personnel can manage capabilities for any group at any school or at the district. School personnel can only manage capabilities for personnel at their school.	✓	+	✓	+	+
View Default Capabilities	View the capabilities given to new users in each group. Capabilities for existing users may be different. District personnel can view capabilities for district personnel and personnel in any school. School personnel can view capabilities for their school.	✓	✓	✓	✓	+

✓ = available + = can be added – = unavailable

MANAGING PERSONNEL

The procedures in this section describe how to view personnel information, assign personnel to schools or to the district, import personnel, edit personnel information, edit capabilities for individuals, reactivate inactive personnel, delete personnel from the database, and clear locked personnel accounts.

Viewing Personnel

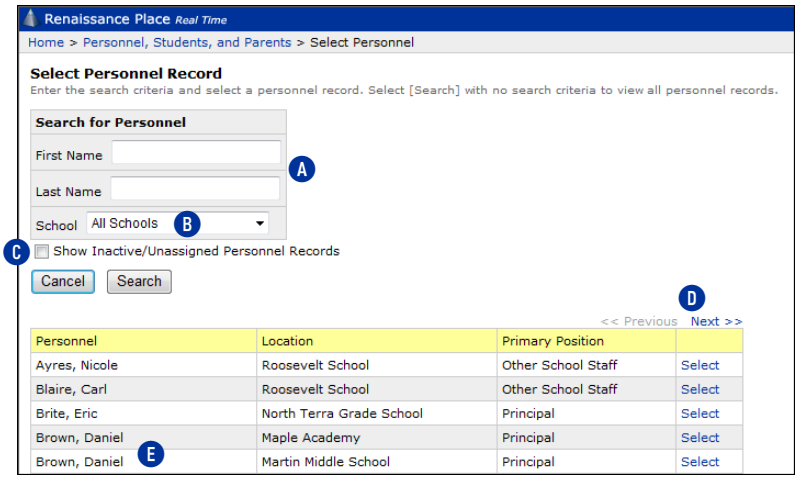
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to view personnel information:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Personnel**.
3. Use the Select Personnel Record page to search for the person whose information you want to view. Then, click **Search** to see the search results.



A You can enter all or part of a person's first and last name. You aren't required to enter both names. If you want to find all personnel, leave these fields blank.

B District personnel and school administrators can also click a **School** drop-down list and choose a school to search. (School staff will only have this drop-down list if they have been given the capability to view information from other schools.)

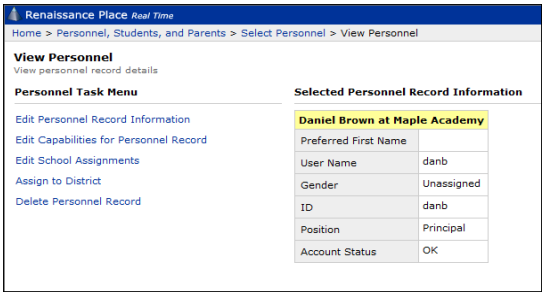
C Check this box if you want to include inactive or unassigned personnel in the search results. Inactive personnel are personnel who were deleted, but not permanently. (For more information, see page 65.) Unassigned personnel are still active, but they are no longer assigned to any school or to the district. (If you are a school administrator or school staff member, this only finds inactive or unassigned personnel who were previously assigned to your school.)

D If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back.

E Personnel who have more than one assignment will be listed more than once (such as Daniel Brown in this list). To see their information for a specific assignment, click **Select** in the row for that assignment.

You may not see all the links shown here. *Your primary position and capabilities, the location the person you chose is assigned to, and the status of the person at that location (active, inactive, or unassigned) all determine which links are available in the Personnel Task Menu.*

4. Click **Select** next to the person whose information you want to view. The View Personnel page will show you some of the person's information.



Adding Additional Personnel

To add more personnel to Renaissance Place, see page 19.

Importing Personnel Information into the Database

See "Managing Data Imports" on page 165 for instructions on how to import personnel information into the database.

Editing Personnel

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

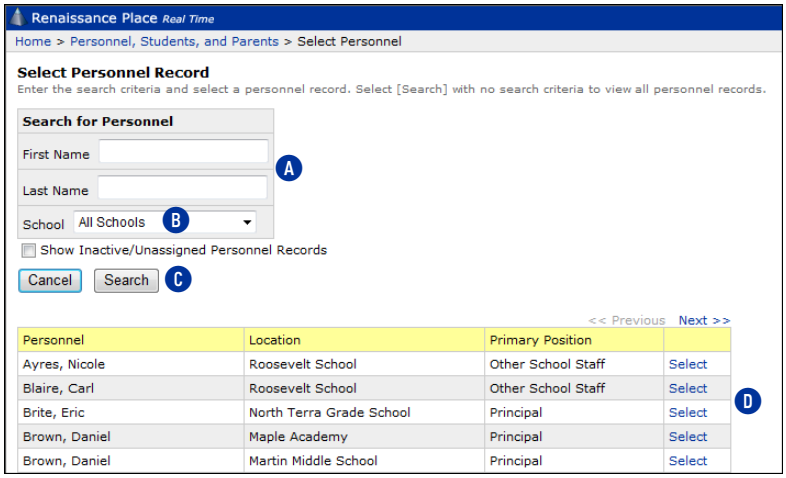
Follow these steps to edit personnel information. As you follow these steps, keep these restrictions in mind:

- School administrators can edit information for personnel in their school, but not other personnel.
- You cannot edit information for a person whose record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name in the search results if the person is inactive.) If you want to change information in an inactive personnel record, you must activate it first (see page 66).

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Personnel**.

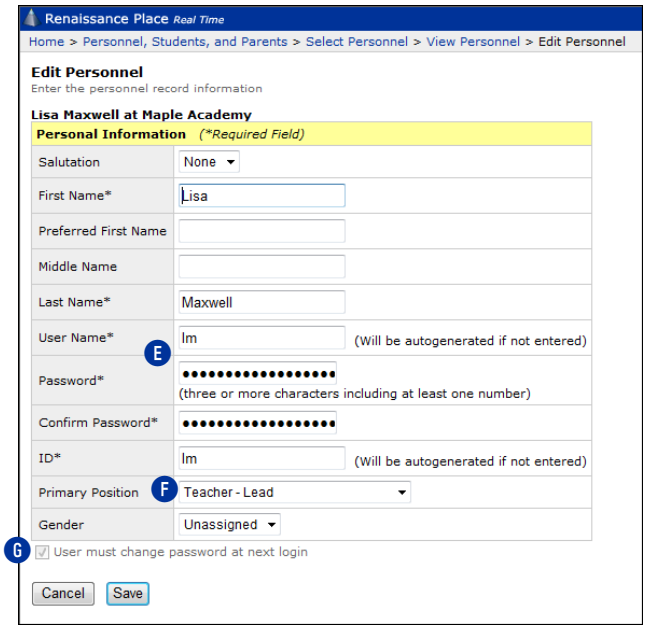
School administrators with access to more than one school *should use the* ***User Type*** *drop-down list on their Home page to choose their role at the school they want to work with before editing personnel information.*

3. Enter the person's first and/or last name in the blank fields (A). If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also select a specific school to search in (B). Click **Search** (C).


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Personnel
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Search for Personnel
First Name
Last Name
School All Schools
Show Inactive/Unassigned Personnel Records
Cancel Search
A
B
C
D
<< Previous Next >>
Personnel | Location | Primary Position
Ayres, Nicole | Roosevelt School | Other School Staff | Select
Blaire, Carl | Roosevelt School | Other School Staff | Select
Brite, Eric | North Terra Grade School | Principal | Select
Brown, Daniel | Maple Academy | Principal | Select
Brown, Daniel | Martin Middle School | Principal | Select

4. Click **Select** (D) after the person's name and information in the search results.
5. Click **Edit Personnel Record Information** on the View Personnel page.
6. Make your changes to the person's record.

   When you've finished, click **Save**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Personnel > View Personnel > Edit Personnel
Edit Personnel
Enter the personnel record information
Lisa Maxwell at Maple Academy
Personal Information (*Required Field)
Salutation None
First Name* Lisa
Preferred First Name
Middle Name
Last Name* Maxwell
User Name* lm (Will be autogenerated if not entered)
Password* (three or more characters including at least one number)
Confirm Password*
ID* lm (Will be autogenerated if not entered)
Primary Position Teacher - Lead
Gender Unassigned
User must change password at next login
Cancel Save
E
F
G

If you edit the person's name and the new name matches the name of other personnel in the database, *the Duplicate Personnel Record Found page will open. District personnel can choose to keep the new name even though it matches another person (by clicking* ***Add Personnel*** *on this page), to activate a record for a person whose record was deleted, but not permanently (by clicking* ***Activate****), or to cancel. School personnel do not have these options; they must contact the Renaissance Place administrator.*

(E) The user name and password are used to log in. They can't be the same. Be sure to give each person his or her user name and password if you change them.

(F) The primary position determines which tasks the user can perform in the software. For more information, see "Managing Capabilities" on page 46.

(G) If you check this box, the user will be required to change his or her password the next time he or she logs in.

Viewing Capabilities for Individual Personnel Members

Who Can Do This?

- ☐ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Capabilities determine which tasks each person can perform in the Renaissance Place RT software. *Usually, each person in a user group has the same capabilities. However, administrators can change the capabilities for individual users. For more information about capabilities and user groups, see "Managing Capabilities" on page 46.*

These steps describe how district staff and school staff can view one person's capabilities. District administrators and school administrators can view a person's capabilities by following the steps to edit the capabilities on page 60. (Teachers cannot view personnel capabilities.)

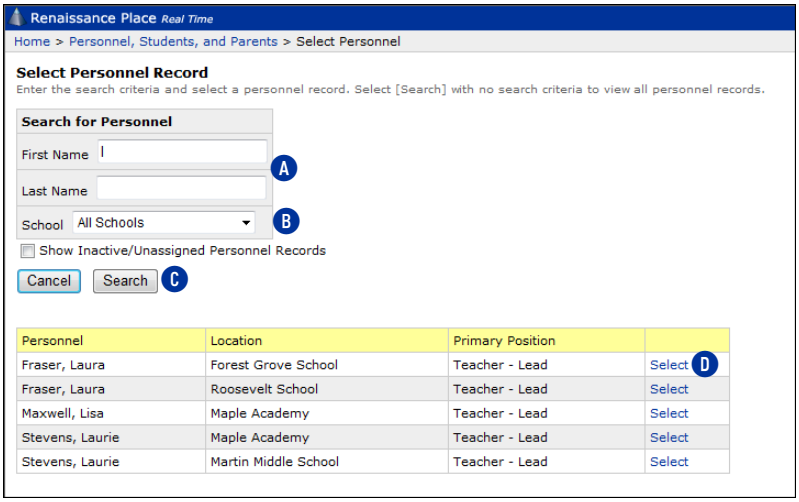
As you follow these steps, keep these restrictions in mind:

- School staff members can view capabilities for personnel in their school, but not other personnel.
- You cannot view capabilities for a person whose record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to view capabilities for an inactive personnel record, you must activate it first (see page 66).

School staff should follow these steps to view a person's capabilities:

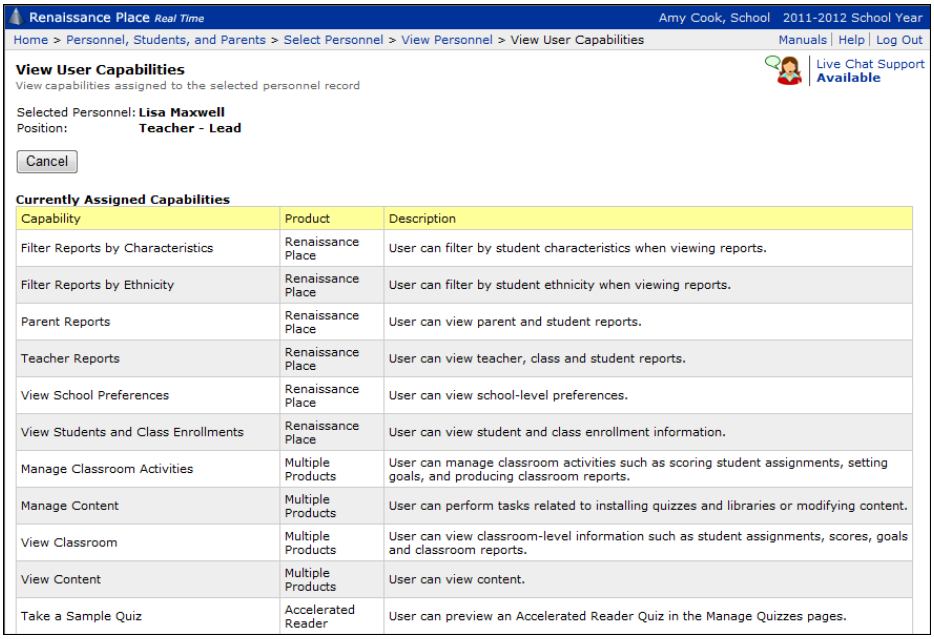
1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields (A). If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. District staff can also select a specific school to search in (B).

   Click **Search** (C).



4. Click **Select** (D) after the person's name and information in the search results.

5. Click **View Capabilities for Personnel Record** on the View Personnel page.
6. The View User Capabilities page lists the capabilities that have been granted to this user. (The Product column shows which products use each capability.) When you have finished viewing the person's capabilities, click **Cancel**.



Renaissance Place *Real Time* — Amy Cook, School — 2011-2012 School Year

Home > Personnel, Students, and Parents > Select Personnel > View Personnel > View User Capabilities — Manuals | Help | Log Out

Live Chat Support Available

View User Capabilities
View capabilities assigned to the selected personnel record

Selected Personnel: **Lisa Maxwell**
Position: **Teacher - Lead**

Cancel

Currently Assigned Capabilities

Capability	Product	Description
Filter Reports by Characteristics	Renaissance Place	User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity	Renaissance Place	User can filter by student ethnicity when viewing reports.
Parent Reports	Renaissance Place	User can view parent and student reports.
Teacher Reports	Renaissance Place	User can view teacher, class and student reports.
View School Preferences	Renaissance Place	User can view school-level preferences.
View Students and Class Enrollments	Renaissance Place	User can view student and class enrollment information.
Manage Classroom Activities	Multiple Products	User can manage classroom activities such as scoring student assignments, setting goals, and producing classroom reports.
Manage Content	Multiple Products	User can perform tasks related to installing quizzes and libraries or modifying content.
View Classroom	Multiple Products	User can view classroom-level information such as student assignments, scores, goals and classroom reports.
View Content	Multiple Products	User can view content.
Take a Sample Quiz	Accelerated Reader	User can preview an Accelerated Reader Quiz in the Manage Quizzes pages.

Editing Personnel Capabilities

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

School administrators with access to more than one school *should use the* ***User Type*** *drop-down list on their Home page to choose their role at the school they want to work with before editing personnel capabilities.*

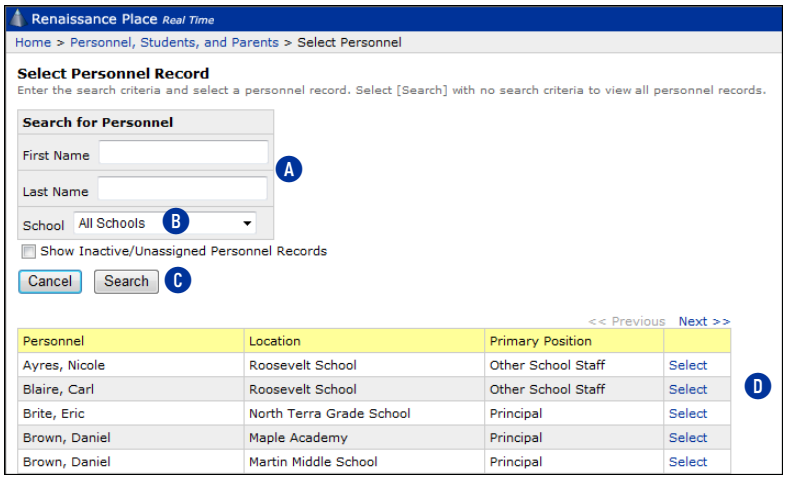
These steps describe how administrators can change one person's capabilities. As you follow these steps, keep these restrictions in mind:

- School administrators can change capabilities for personnel in their school, but not other personnel.
- You cannot change capabilities for a person whose record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to change capabilities for an inactive personnel record, you must activate it first (see page 66).

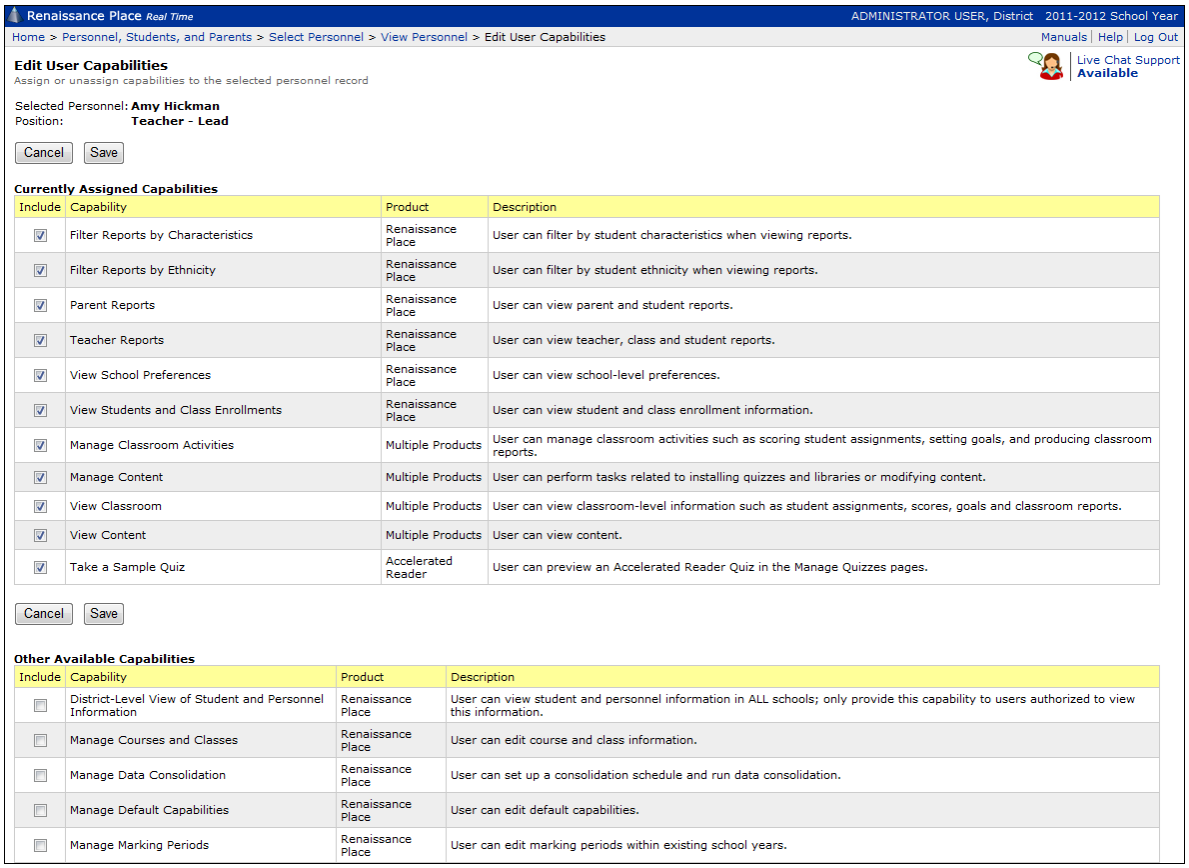
1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields (A on the next page). If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also select a specific school to search in B.

   Click **Search** C.

Capabilities determine which tasks each person can perform in the Renaissance Place RT software. *Usually, each person in a user group has the same capabilities. However, administrators can change the capabilities for individual users. For more information about capabilities and user groups, see "Managing Capabilities" on page 46.*


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Personnel
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Search for Personnel
First Name
Last Name
School All Schools
Show Inactive/Unassigned Personnel Records
Cancel Search
A
B
C
D
<< Previous Next >>
Personnel Location Primary Position
Ayres, Nicole Roosevelt School Other School Staff Select
Blaire, Carl Roosevelt School Other School Staff Select
Brite, Eric North Terra Grade School Principal Select
Brown, Daniel Maple Academy Principal Select
Brown, Daniel Martin Middle School Principal Select

4. Click **Select** (D) after the person's name and information in the search results.
5. Click **Edit Capabilities for Personnel Record** on the View Personnel page.
6. The user has each capability that is checked in the list on the Edit User Capabilities page. To add another capability, check the box for that capability. To remove a capability, remove the check mark from the box for it. The Product column shows you which product uses each capability.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Personnel, Students, and Parents > Select Personnel > View Personnel > Edit User Capabilities
Manuals | Help | Log Out
Live Chat Support Available
Edit User Capabilities
Assign or unassign capabilities to the selected personnel record
Selected Personnel: Amy Hickman
Position: Teacher - Lead
Cancel Save
Currently Assigned Capabilities
Include Capability Product Description
Filter Reports by Characteristics Renaissance Place User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity Renaissance Place User can filter by student ethnicity when viewing reports.
Parent Reports Renaissance Place User can view parent and student reports.
Teacher Reports Renaissance Place User can view teacher, class and student reports.
View School Preferences Renaissance Place User can view school-level preferences.
View Students and Class Enrollments Renaissance Place User can view student and class enrollment information.
Manage Classroom Activities Multiple Products User can manage classroom activities such as scoring student assignments, setting goals, and producing classroom reports.
Manage Content Multiple Products User can perform tasks related to installing quizzes and libraries or modifying content.
View Classroom Multiple Products User can view classroom-level information such as student assignments, scores, goals and classroom reports.
View Content Multiple Products User can view content.
Take a Sample Quiz Accelerated Reader User can preview an Accelerated Reader Quiz in the Manage Quizzes pages.
Cancel Save
Other Available Capabilities
Include Capability Product Description
District-Level View of Student and Personnel Information Renaissance Place User can view student and personnel information in ALL schools; only provide this capability to users authorized to view this information.
Manage Courses and Classes Renaissance Place User can edit course and class information.
Manage Data Consolidation Renaissance Place User can set up a consolidation schedule and run data consolidation.
Manage Default Capabilities Renaissance Place User can edit default capabilities.
Manage Marking Periods Renaissance Place User can edit marking periods within existing school years.

7. Click **Save**.
8. Click **Done** after viewing a list of the changes that were made.

Editing Personnel School Assignments

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

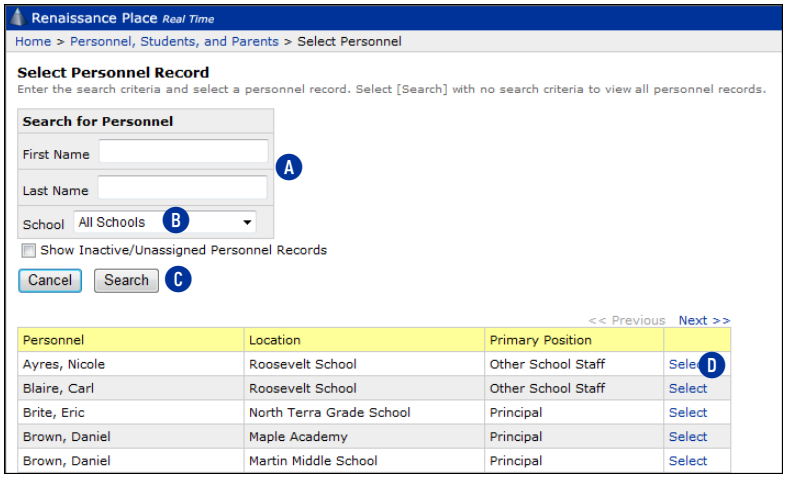
After you add school personnel, you choose the school that each person is assigned to as you add that person's information.

By following these steps, administrators and district staff can change the schools that a person is assigned to. (School administrators with the default capabilities can only assign personnel to and unassign personnel from their school.)

You cannot change school assignments for a person whose record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to change school assignments for an inactive personnel record, you must activate it first (see page 66).

1. If you are a school administrator and you are assigned to more than one school, go to your Home page, click the **User Type** drop-down list, and choose your role at the school that needs personnel assigned. For more information, see "Switching Roles (User Type Drop-Down List)" on page 5.
2. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
3. Click **View Personnel**.
4. Enter the person's first and/or last name in the blank fields (A). If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also select a specific school to search in (B).

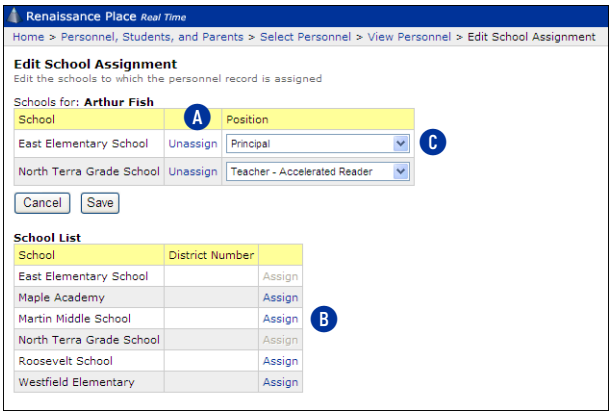
   Click **Search** (C).



5. Click **Select** (D) after the person's name and information in the search results.
6. Now, follow the instructions for your type of user (district or school) on the next page.

District Administrators and District Staff

1. Click **Edit School Assignments** on the View Personnel page.
2. On the Edit School Assignment page, make your changes as needed:
   - Click **Unassign** A to remove the person from a school.
   - Click **Assign** B next to a school to assign a person to that school. (Personnel can be assigned to more than one school.) When the school appears in the list at the top of the page, use the drop-down list C to choose the person's position at the school.
   - If you want to keep the person's school assignment the same but change the person's position at the school, choose a different position from the drop-down list C.
3. Click **Save**.



School Administrators

Click one of these links on the View Personnel page. Only one of the three will be available:

- If the person is not in your school, click **Assign to School** to assign the person to your school. This link is available if the person's record is active, but the person is not assigned to your school.
- Click **Unassign from School** to remove the person from your school. (This link is available if the person is currently assigned to your school.) Then, click **OK** to confirm that you want to do this.
- Click **Activate Personnel Record in This School** to assign an inactive or unassigned person to your school. (If the person was assigned to your school before, click **Reactivate Personnel Record** instead.)

Editing District Personnel Assignments

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

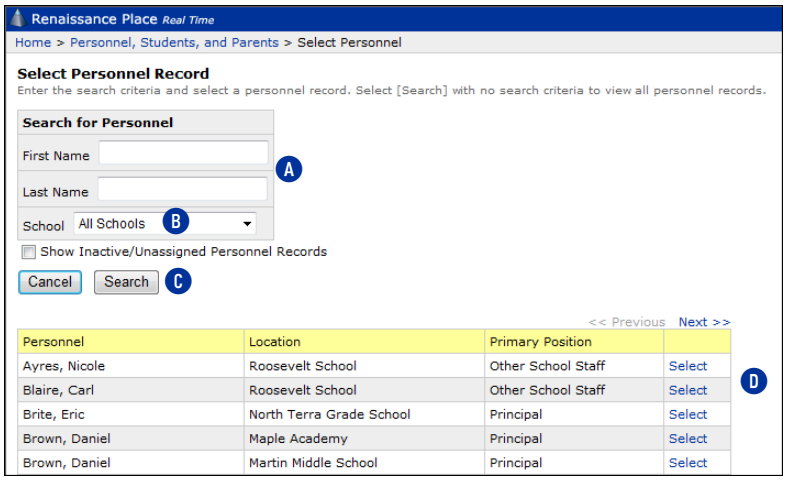
Learn more about capabilities on page 46.

By following these steps, the district administrator can assign personnel to the district or remove a district assignment. Assigning a person to the district doesn't change any school assignments he or she might have.

You cannot assign a person to the district if that person's record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to assign an inactive person to the district, you must activate the person's record first (see page 66).

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields (A). If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also select a specific school to search in (B).

   Click **Search** (C).



4. Click **Select** (D) after the person's name and information in the search results.
5. If the person is not already assigned to the district, and you want to do so, click **Assign to District**. The person will be assigned as district secretary. You can change the person's position at the district by editing his or her personnel record (see page 57).

   If the person is already assigned to the district, and you want to remove that assignment, click **Unassign from District**.

Deleting or Inactivating Personnel

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

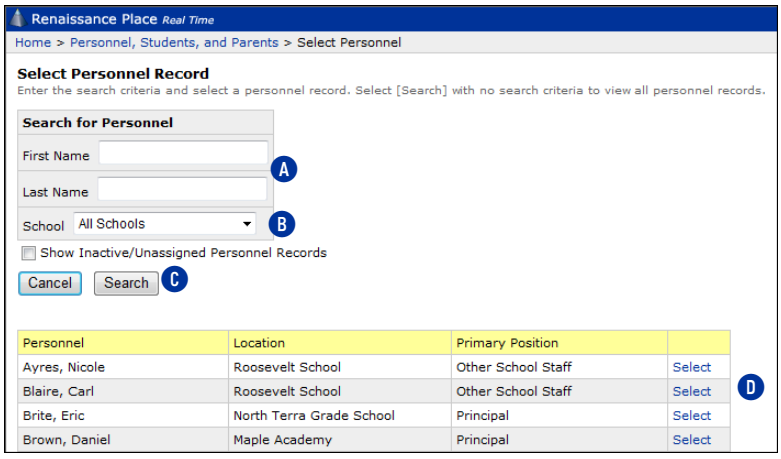
District administrators, district staff, and school administrators can delete personnel. When you delete personnel, you will be able to choose whether you want to inactivate them or permanently delete them from the database.

Keep these restrictions in mind when you delete personnel:

- The program won't allow you to permanently delete personnel with certain records attached to their name (such as an assignment to another school or a designation as both a teacher and a parent); those personnel will be inactivated instead.
- You cannot permanently delete a person whose record is already inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to permanently delete an inactive personnel record, you must reactivate it first (see page 66).

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields (A). If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also choose a school to search in (B).

   Click **Search** (C).



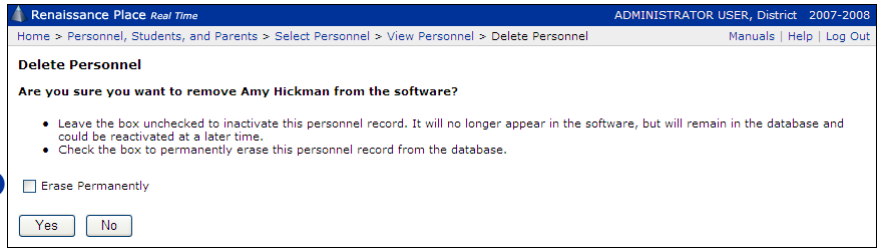
4. Click **Select** (D) after the person's name and information in the search results.

   Note: If the person is assigned to more than one location, it does not matter which location you select.
5. Click **Delete Personnel Record** on the View Personnel page. The Delete Personnel page asks if you are sure you want to delete the person.

School administrators can only delete personnel in their school. *School administrators with access to more than one school should use the* ***User Type*** *drop-down list on their Home page to choose their role at the school they want to work with before deleting personnel.*

***If you inactivate a person's record**, you can reactivate it again later. See the next section for detailed instructions.*

6. If you want to delete the person's record permanently, check the **Erase Permanently** box (E). If you don't check the box, the person's record will become inactive, but it won't be permanently deleted. (Records with dependent data may not be erased permanently; they will be inactivated instead.)
7. Click **Yes** to finish deleting or inactivating the personnel record.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Personnel, Students, and Parents > Select Personnel > View Personnel > Delete Personnel
Manuals | Help | Log Out
Delete Personnel
Are you sure you want to remove Amy Hickman from the software?
Leave the box unchecked to inactivate this personnel record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this personnel record from the database.
E
Erase Permanently
Yes
No

Reactivating Personnel

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

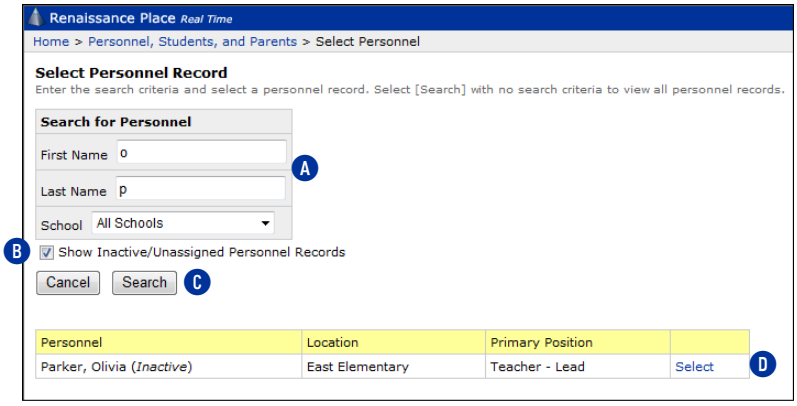
When you delete personnel from the database, you can either delete the person's record permanently or inactivate the record. If you decided not to delete the record permanently, you can reactivate the personnel record.

Follow these steps to reactivate inactive personnel:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields (A). If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of.

   Make sure you check the **Show Inactive/Unassigned Personnel Records** (B) box.

   Click **Search** (C).



4. Click **Select** (D) after the person's name and information in the search results. If the person is assigned to more than one location, select the location that you want to reactivate the person's record for.
5. On the View Personnel page, click **Reactivate Personnel** or **Activate Personnel Record in this School**. The link you see will depend on your role and the person's previous assignment.
6. You may be asked if you want to activate only the person or the person and all of his or her records. To continue, click **Only** to activate only the person, or click **All Records** to activate the person and all of his or her records.
7. The program tells you if the person has been successfully activated. Click **Continue**.

Unlocking Personnel Accounts

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

A personnel account can get locked if the person enters the wrong password too many times in a row while trying to log in. This is a security feature—it prevents others from having too many chances to guess your password and log in under your name.

The program will automatically unlock all accounts at midnight every night; however, if you need to unlock an administrator, staff, or teacher account before then, you can do one of two things:

- To unlock more than one personnel account, see "Viewing and Unlocking Multiple Personnel Accounts" below.
- To unlock just one account, see "Unlocking Personnel Accounts from the View Personnel Page" on page 68.

District personnel can unlock any personnel account. If you are a school administrator, you can unlock accounts for personnel in your school; if you have access to more than one school, use the User Type drop-down list on the Home page to choose the school that needs accounts unlocked.

Note: For help unlocking the default administrator account (the one given to the Renaissance Place administrator) contact Renaissance Learning.

Viewing and Unlocking Multiple Personnel Accounts

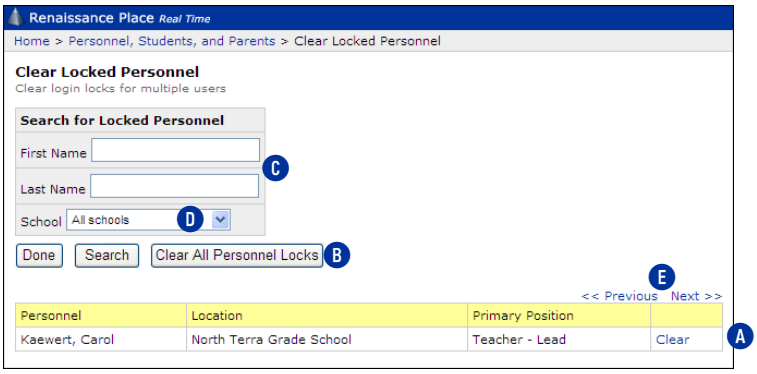
You can control the number of times the wrong password can be entered *before the program locks the account. To do this, use the Account Login preference; see page 191 for details.*

Follow these steps to unlock multiple personnel accounts:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Clear Locked Personnel** on the Personnel, Students, and Parents page. The Clear Locked Personnel page will list all personnel whose accounts are locked.

3. To clear locks for individuals, click **Clear** in the row for each person (A).

   To clear locks for all personnel at once, click **Clear All Personnel Locks** (B).



   To search for a specific personnel record, enter all or part of the first name and/or last name (C). District administrators and staff can choose a school to search in from the **School** drop-down list (D). Then, click **Search**.

   If the list is long, it will be split into more than one page. Click **Next >>** to go to the next page or **<< Previous** to go back (E).

4. Click **Done** when you have finished clearing locks.

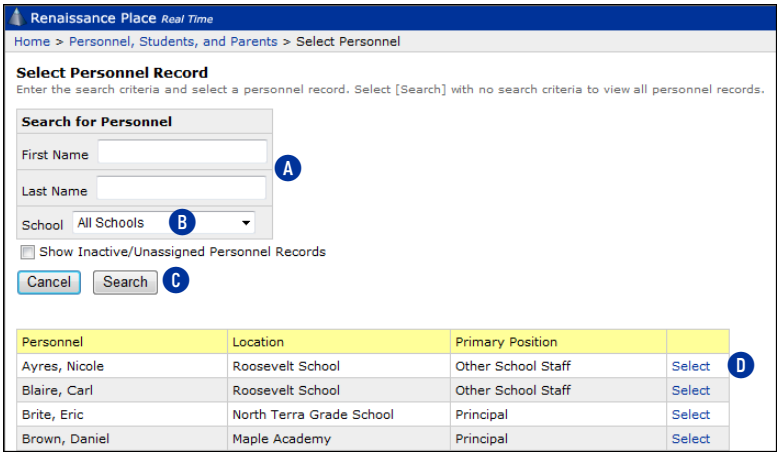
> ***If a person is listed at more than one location,*** *clearing the lock will unlock all the locations.*

Unlocking Personnel Accounts from the View Personnel Page

Follow these steps to unlock an account for one person:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Personnel**.
3. Enter the person's first and/or last name in the blank fields (A). If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also choose a school to search in from the **School** drop-down list (B); school administrators should choose their own school since they cannot clear locks for students in other schools.

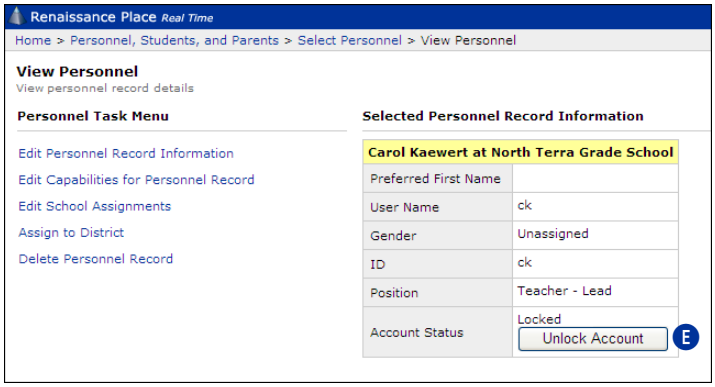
   Click **Search** (C).



4. Click **Select** (D) after the person's name and information in the search results.

   Note: If the person is assigned to more than one location, it does not matter which location you select.

5. Click **Unlock Account** (E) on the right side of the View Personnel page. The Account Status will change to OK.



MANAGING STUDENTS

The following sections describe how to view, add, edit, or delete student information, import and export student information, enroll students in schools, edit student characteristics, manage the list of available characteristics, choose the classes each student should be enrolled in, promote students, and clear locked student accounts.

Viewing Students

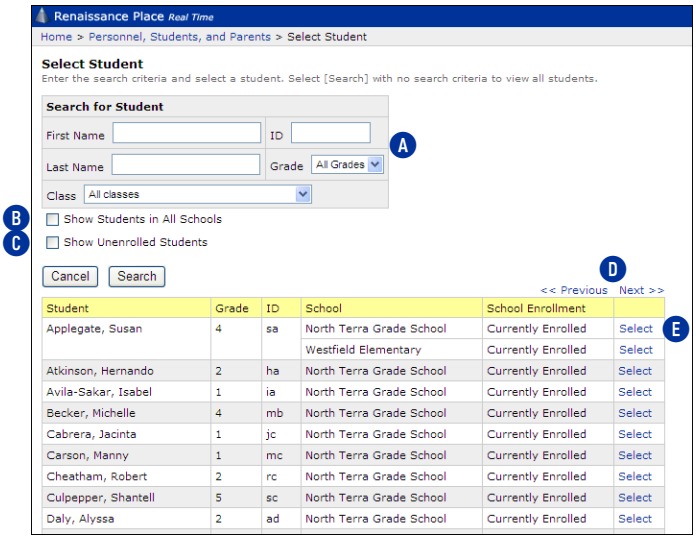
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

Learn more about capabilities on page 46.

Follow these steps to view student information. If you are a teacher, please note that you can only view information for students in your classes.

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. Use the Select Student page to search for the students whose information you want to view. Then, click **Search** to see the search results.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student
Select Student
Enter the search criteria and select a student. Select [Search] with no search criteria to view all students.
Search for Student
First Name
ID
Last Name
Grade
All Grades
Class
All classes
Show Students in All Schools
Show Unenrolled Students
Cancel
Search
<< Previous
Next >>
Student
Grade
ID
School
School Enrollment
Applegate, Susan 4 sa North Terra Grade School Currently Enrolled Select
Westfield Elementary Currently Enrolled Select
Atkinson, Hernando 2 ha North Terra Grade School Currently Enrolled Select
Avila-Sakar, Isabel 1 ia North Terra Grade School Currently Enrolled Select
Becker, Michelle 4 mb North Terra Grade School Currently Enrolled Select
Cabrera, Jacinta 1 jc North Terra Grade School Currently Enrolled Select
Carson, Manny 1 mc North Terra Grade School Currently Enrolled Select
Cheatham, Robert 2 rc North Terra Grade School Currently Enrolled Select
Culpepper, Shantell 5 sc North Terra Grade School Currently Enrolled Select
Daly, Alyssa 2 ad North Terra Grade School Currently Enrolled Select
A
B
C
D
E

A You can enter all or part of a student's first and last name and ID, and you can select the grade. School personnel and teachers can also select the class. You aren't required to enter all information. If you want to find all students, leave these fields blank.

B School administrators can check the **Show Students in All Schools** box to include students from other schools in their search. (School staff only have this check box if they have been given the capability to view information from other schools.)

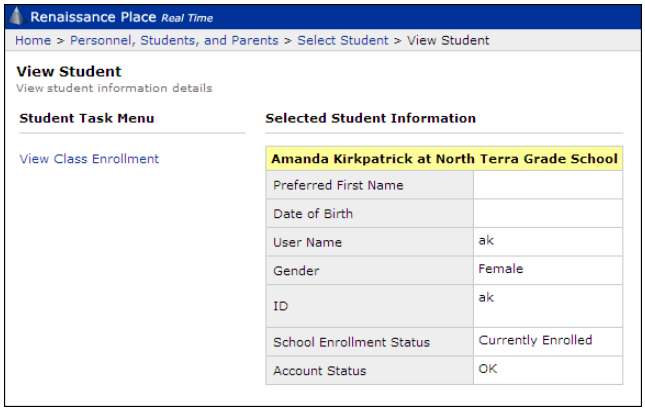
C Check the **Show Unenrolled Students** box if you want your search to include students who do not have an assigned school. Unenrolled students may have no school assignments, or they may have been deleted, but not permanently. (For school administrators and staff, this finds only unenrolled students who were previously enrolled in their school.)

D If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back.

E For students who are in more than one school, all schools will be shown. To see their information for a specific school, click **Select** in the row for that school.

You may see other links not shown here. *Your primary position and capabilities, the school the student you chose is assigned to, and the status of the student all determine which tasks are available in the Student Task Menu.*

4. Click **Select** next to the student whose information you want to view. The View Student page will show you some of the student's information.



Adding New Students

To add more students to Renaissance Place, see page 20.

Importing Student Information into the Database

See "Managing Data Imports" on page 165 for instructions on how to import student information into the database.

Merging Student Records

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

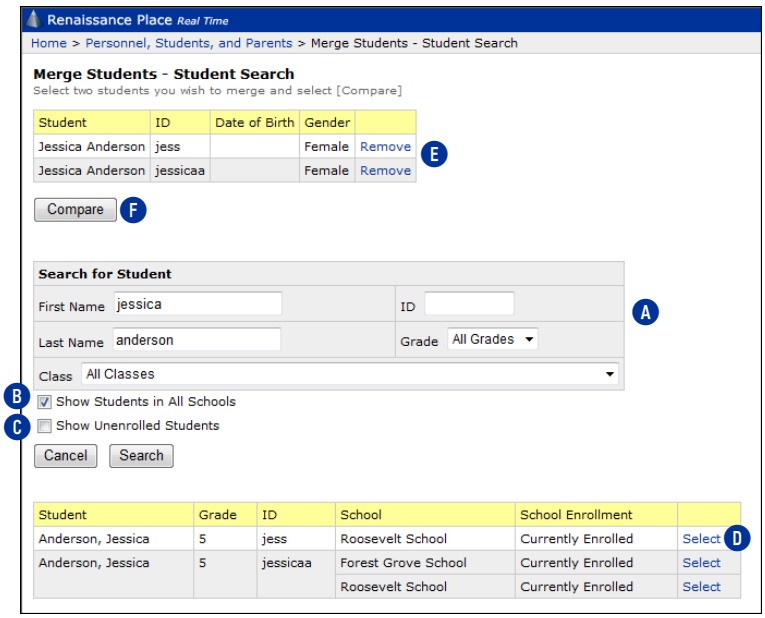
At times, especially after you have imported students into your database (see "Managing Data Imports" on page 165), you may end up with duplicate student records. You can use the student merge feature to compare the records of two students to verify that they are duplicates and then merge them into one record.

Follow these steps to compare and merge duplicate student records:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Merge Student Records** (under Related Student Tasks) on the Personnel, Students, and Parents page.

   Note: If there are already merge candidates (resulting from an RP or RDT import), the Merge Students—Merge Candidates page will open when you click **Merge Student Records**; skip ahead to step 5.

3. Use the Merge Students—Student Search page to search for the duplicate student records you want to compare and merge. Then, click **Search**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Merge Students - Student Search
Merge Students - Student Search
Select two students you wish to merge and select [Compare]
Student ID Date of Birth Gender
Jessica Anderson jess Female Remove
Jessica Anderson jessicaa Female Remove
E
Compare
F
Search for Student
First Name jessica
ID
Last Name anderson
Grade All Grades
Class All Classes
A
B
Show Students in All Schools
C
Show Unenrolled Students
Cancel Search
Student Grade ID School School Enrollment
Anderson, Jessica 5 jess Roosevelt School Currently Enrolled Select
D
Anderson, Jessica 5 jessicaa Forest Grove School Currently Enrolled Select
Roosevelt School Currently Enrolled Select

A You can enter all or part of a student's first and last name and ID, and you can select the grade. School personnel and teachers can also select the class. (You may not need to enter all the information to find the students.)

B School administrators can check the **Show Students in All Schools** box to include students from other schools in their search.

C Check the **Show Unenrolled Students** box if you want to include students who do not have an assigned school in the search results. Unenrolled students may have no school assignments, or they may have been deleted, but not permanently. (If you are a school administrator or school staff member, checking this box only finds students who were previously enrolled in your school.)

4. In the search results, click **Select** D for each of the records that you want to compare to add them to the list at the top of the page E.

   If you accidentally select a record, you can click **Remove** to remove it from this list.

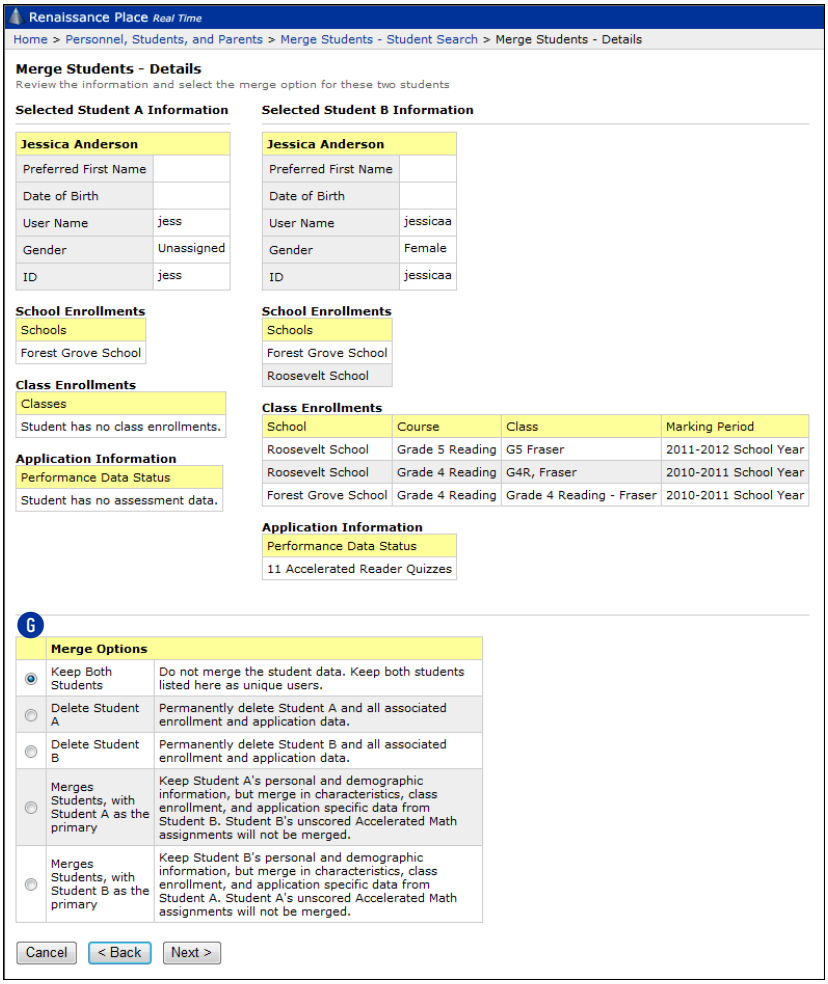
5. The next step depends on which page you are on:
   - If you are on the Merge Students—Merge Candidates page, click **Compare** at the end of a row to compare the students in the row.
   - If you are on the Merge Students—Student Search page, click **Compare** F.

6. Review the information in the two records on the Merge Students—Details page. Then, click one of the merge options (G on the next page).
   - **Keep Both Students.** Click this option if the records are actually separate students with the same name.
   - **Delete Student A.** Click this option if the first student you chose (student A) is a duplicate of the second student (student B) and all the information you want to keep for student A is already included in student B's record.

When you merge two students who both have English in a Flash data *in their records, the most* recent *data will always be kept, regardless of which option you choose on the Merge Students—Details page. Be aware that this may result in a loss of data. If students have lost data, they can get extra practice by taking the chapters again; if they truly know the material, they can skip chapters and quickly return to where they were previously.*

- **Delete Student B.** Choose this option if the second student you chose (student B) is a duplicate of the first student (student A) and all the information you want to keep for student B is already included in student A's record.
- **Merges Students, with Student A as the primary.** Choose this option to merge the two records, keeping the personal and demographic information from the student A record. The program merges the characteristics, class enrollment, and any data specific to a particular product (such as Accelerated Reader quiz scores) from student B's record into student A's record.
- **Merges Students, with Student B as the primary.** Choose this option to merge the two records, keeping the personal and demographic information from the student B record. The program merges characteristics, class enrollment, and any data specific to a particular product (such as Accelerated Reader quiz scores) from student A's record into student B's record.

7. Click **Next >** after selecting the option.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Merge Students - Student Search > Merge Students - Details
Merge Students - Details
Review the information and select the merge option for these two students
Selected Student A Information
Jessica Anderson
Preferred First Name
Date of Birth
User Name jess
Gender Unassigned
ID jess
School Enrollments
Schools
Forest Grove School
Class Enrollments
Classes
Student has no class enrollments.
Application Information
Performance Data Status
Student has no assessment data.
Selected Student B Information
Jessica Anderson
Preferred First Name
Date of Birth
User Name jessicaa
Gender Female
ID jessicaa
School Enrollments
Schools
Forest Grove School
Roosevelt School
Class Enrollments
School Course Class Marking Period
Roosevelt School Grade 5 Reading G5 Fraser 2011-2012 School Year
Roosevelt School Grade 4 Reading G4R, Fraser 2010-2011 School Year
Forest Grove School Grade 4 Reading Grade 4 Reading - Fraser 2010-2011 School Year
Application Information
Performance Data Status
11 Accelerated Reader Quizzes
G
Merge Options
Keep Both Students
Do not merge the student data. Keep both students listed here as unique users.
Delete Student A
Permanently delete Student A and all associated enrollment and application data.
Delete Student B
Permanently delete Student B and all associated enrollment and application data.
Merges Students, with Student A as the primary
Keep Student A's personal and demographic information, but merge in characteristics, class enrollment, and application specific data from Student B. Student B's unscored Accelerated Math assignments will not be merged.
Merges Students, with Student B as the primary
Keep Student B's personal and demographic information, but merge in characteristics, class enrollment, and application specific data from Student A. Student A's unscored Accelerated Math assignments will not be merged.
Cancel
< Back
Next >

8. Review the information on the confirmation; then, do one of the following:
   - If you chose to merge students, click **Merge** to continue. The next page will confirm that the records have been merged. Click **Done** if you have finished merging student records. If you want to merge other records, click **Merge Again**.
   - If you chose to delete one of the students, click **Delete** to continue. The next page will confirm that the chosen record has been deleted. Click **Done** if you have finished merging student records. If you want to merge other records, click **Merge Again**.
   - If you chose to keep both records, click **Keep Both** to continue. The next page will confirm that the students were not merged. Click **Done** if you have finished merging student records. If you want to merge other records, click **Merge Again**.

Editing Students' School Enrollment

The steps that you need to follow to change students' school enrollment depend on your position and/or the number of students involved.

School Enrollment: Single Student

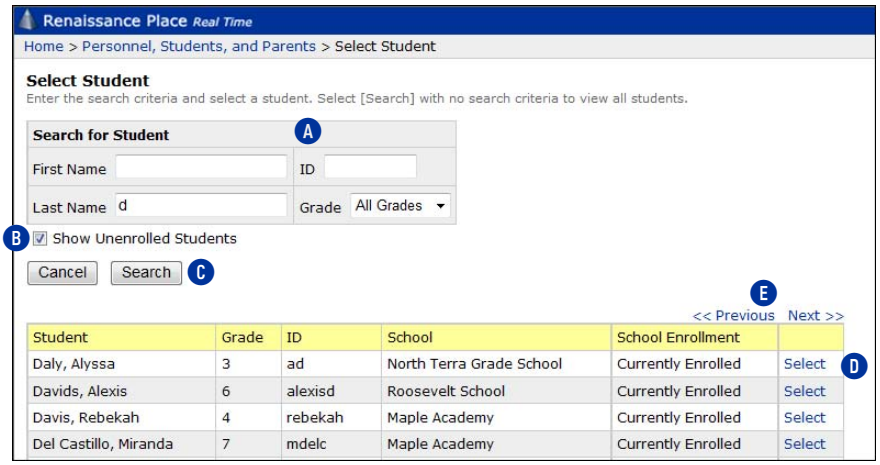
Who Can Do This?

☑ District Administrators
☑ District Staff
☐ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 46.

Instructions for District Administrators and District Staff

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. Find the student who needs changes to his or her school enrollment:
   a. Enter and/or select the student's information in the fields at the top of the page (A on the next page). You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.
   b. Check **Show Unenrolled Students** B if you want to include students who do not already have an assigned school in the search results. Unenrolled students may have no school assignments, or they may have been deleted, but not permanently.
   c. Click **Search** C.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student
Select Student
Enter the search criteria and select a student. Select [Search] with no search criteria to view all students.
Search for Student
A
First Name
ID
Last Name d
Grade All Grades
B
Show Unenrolled Students
Cancel
Search
C
E
<< Previous Next >>
Student Grade ID School School Enrollment
Daly, Alyssa 3 ad North Terra Grade School Currently Enrolled Select
D
Davids, Alexis 6 alexisd Roosevelt School Currently Enrolled Select
Davis, Rebekah 4 rebekah Maple Academy Currently Enrolled Select
Del Castillo, Miranda 7 mdelc Maple Academy Currently Enrolled Select

4. Click **Select** D for the student whose school enrollment needs changes. If a student is already enrolled in more than one school, it does not matter which location you select.

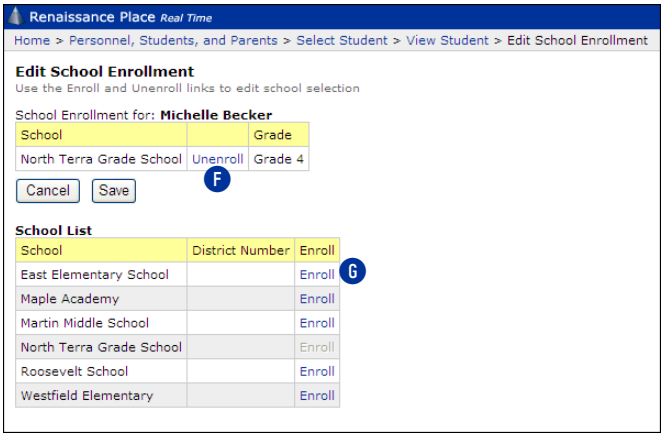
   If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back E.

5. Click **Edit School Enrollment** on the View Student page.

6. On the Edit School Enrollment page, the student's current school(s) will be listed on the top of the page.

   - If you want to remove the student from a school, click **Unenroll** F for that school. (The student remains in the database even if he or she is not enrolled in a school.)
   - If you want to enroll this student in another school, click **Enroll** G by that school. The school will be added to the list at the top of the page.

7. Click **Save**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student > View Student > Edit School Enrollment
Edit School Enrollment
Use the Enroll and Unenroll links to edit school selection
School Enrollment for: Michelle Becker
School Grade
North Terra Grade School Unenroll Grade 4
F
Cancel
Save
School List
School District Number Enroll
East Elementary School Enroll
G
Maple Academy Enroll
Martin Middle School Enroll
North Terra Grade School Enroll
Roosevelt School Enroll
Westfield Elementary Enroll

If you want to enroll more than one student in the same school, *see "School Enrollment: Multiple Students" on page 77.*

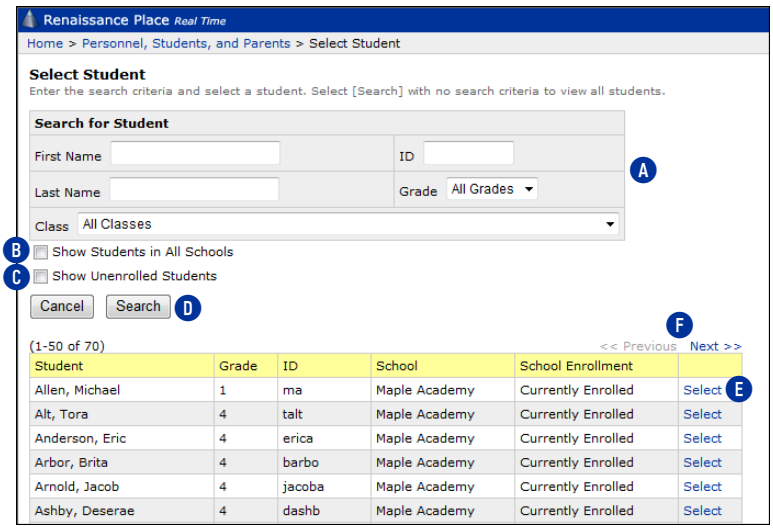
Who Can Do This?

- ☐ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Instructions for School Administrators

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. Find the student who needs changes to his or her school enrollment:
   a. Enter and/or select the student's information in the fields at the top of the page (A). You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.
   b. Check **Show Students in All Schools** (B) if you want to search for students who are currently enrolled in another school.
   c. Check **Show Unenrolled Students** (C) if you want your search to include students who do not have an assigned school but who were previously enrolled in your school. Unenrolled students either have no school assignments or they may have been deleted (but not permanently).
4. Click **Search** (D).


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student
Select Student
Enter the search criteria and select a student. Select [Search] with no search criteria to view all students.
Search for Student
First Name
ID
Last Name
Grade All Grades
Class All Classes
A
B
Show Students in All Schools
C
Show Unenrolled Students
Cancel
Search
D
F
(1-50 of 70)
<< Previous Next >>
Student Grade ID School School Enrollment
Allen, Michael 1 ma Maple Academy Currently Enrolled Select
E
Alt, Tora 4 talt Maple Academy Currently Enrolled Select
Anderson, Eric 4 erica Maple Academy Currently Enrolled Select
Arbor, Brita 4 barbo Maple Academy Currently Enrolled Select
Arnold, Jacob 4 jacoba Maple Academy Currently Enrolled Select
Ashby, Deserae 4 dashb Maple Academy Currently Enrolled Select

5. Click **Select** (E) for the student whose school enrollment needs changes. If the student is enrolled in more than one school, and you want to unenroll the student, select the location that you want to unenroll the student from.

   If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back (F).
6. On the View Student page, make the changes to the student's school enrollment:
   - If the student is enrolled in your school, you can unenroll him or her by clicking **Unenroll From School** under the Student Task Menu. Click **OK** when the program asks if you are sure you want to unenroll the student. (The student remains in the database even if he or she is not enrolled in a school.)
   - If the student is not enrolled in your school, you can enroll him or her by clicking **Enroll in School** under the Student Task Menu.

School Enrollment: Multiple Students

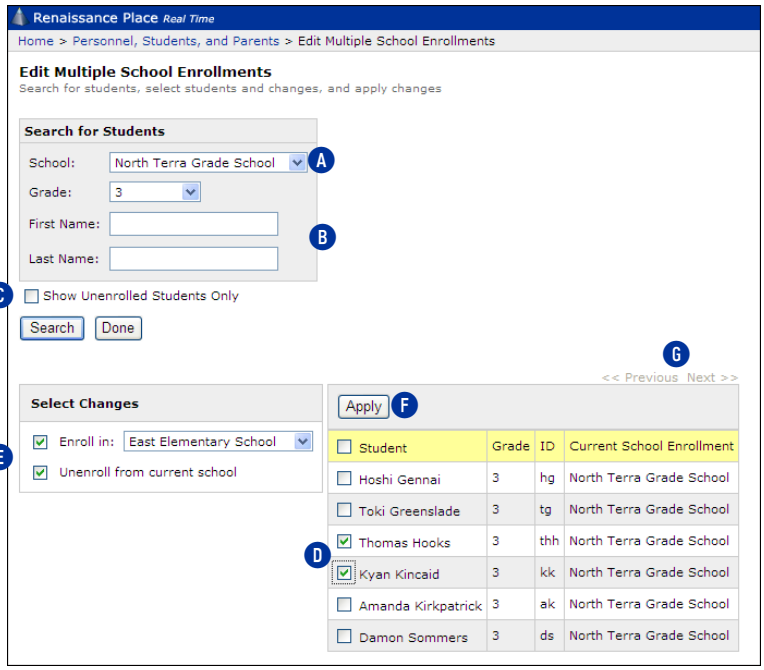
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Edit Multiple School Enrollments** on the next page.
3. Search for the students whose enrollment you want to change:
   a. Choose a school to search in or choose All Schools A.
   b. Select the students' grade and enter the first name and/or last name B. You may not need to enter all information to find the students.
   c. Check the **Show Unenrolled Students Only** box C if you want to search only for students who are not already enrolled in a school.

      Note that your school selection affects which unenrolled students you see. If a specific school is selected when you check the box, only unenrolled students who were previously enrolled in that school will be found. If **All Schools** is selected in the **School** drop-down list, all unenrolled students will be found when the Show Unenrolled Students Only box is checked.
   d. Click **Search**. The search results will appear below and to the right.



If you are a school administrator and you have access to more than one school, *use the* ***User Type*** *drop-down list on your Home page to choose your School User role at the school you want to work with. You can only enroll and unenroll students in the school you select.*

4. Check the box next to each student listed whose school enrollment you want to change D. (Do **not** click Next >> or << Previous yet.)
5. If you are a district administrator or district staff member, check the box next to each action that you want to perform E—to enroll students in a different school and/or unenroll them from the school they are in now. If you choose to enroll the students in a different school, use the drop-down list to choose the school.

   If you are a school administrator, you will either have a check box for enrolling the students in your school or unenrolling them from your school. Check the box.
6. Click **Apply** to finish the change F.

When you click Next >> or << Previous, *the students you selected in the previous group of search results will no longer be selected, and any changes you make to enrollment after that will not be applied to those students.*

7. If the list of search results is long, it may be split into more than one page. To change enrollment for students in the next group, click **Next >>** to see the next part of the list G. Then, repeat steps 4–6 for this group of students. Do this for each page of search results.
8. Click **Done** to close the page.

Editing Students' Information

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

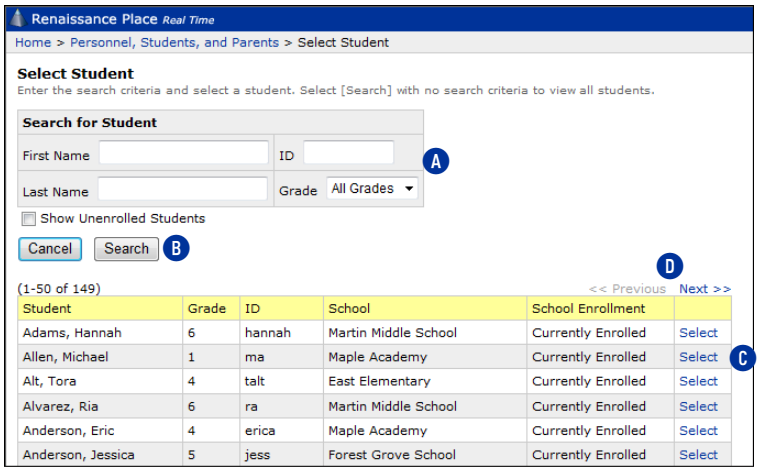
Learn more about capabilities on page 46.

Follow these steps to edit a student's personal information. (To change the student's characteristics, see page 80.)

You cannot edit information for a student who is not currently enrolled in a school. (When you search for the student's record, you will see "Not Currently Enrolled" for the school enrollment in the search results.) If you want to change information for a student who is not enrolled in a school, you must enroll the student in a school first (see page 74).

School administrators can only edit information for students in their school. If you have a User Type drop-down list on your Home page, choose the school you want to work in from the drop-down list before following these steps.

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. To find the student who needs changes to his or her information, enter and/or select the student's information in the fields at the top of the page A. You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.
4. Click **Search** B.

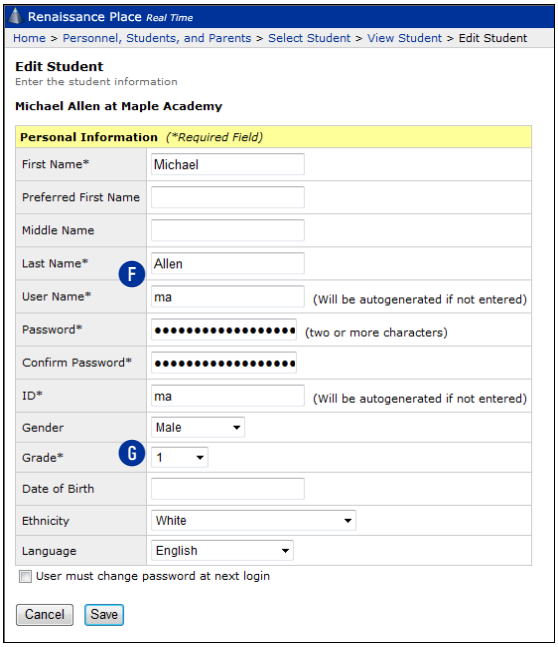

Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student
Select Student
Enter the search criteria and select a student. Select [Search] with no search criteria to view all students.
Search for Student
First Name
ID
Last Name
Grade
All Grades
Show Unenrolled Students
Cancel
Search
A
B
C
D
(1-50 of 149)
<< Previous
Next >>
Student
Grade
ID
School
School Enrollment
Adams, Hannah 6 hannah Martin Middle School Currently Enrolled Select
Allen, Michael 1 ma Maple Academy Currently Enrolled Select
Alt, Tora 4 talt East Elementary Currently Enrolled Select
Alvarez, Ria 6 ra Martin Middle School Currently Enrolled Select
Anderson, Eric 4 erica Maple Academy Currently Enrolled Select
Anderson, Jessica 5 jess Forest Grove School Currently Enrolled Select

5. Click **Select** C for the student whose information needs changes. If the student is enrolled in more than one school, it does not matter which location you select.

   If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back D.

6. Click **Edit Student Personal Information** on the View Student page.

7. On the Edit Student page, change the student's information as needed. Then, click **Save** to save your changes.



F The user name and password are used to log in. They can't be the same. Give each student his or her user name and password if you change them.

G If you change the student's grade, the grades for the previous and next school year will also be changed.

H If you check this box, this student will be required to change his or her password when logging in next time ("Logging In as a Student" on page 34).

You cannot change the school the student is enrolled in from the Edit Student page. *See page 74 to enroll students in or unenroll them from schools.*

If you change the student's name, and the name now matches the name of another student in the database, *the Duplicate Student Found page will open. You can choose to keep the name change despite the matching record (by clicking* ***Add Student*** *on this page), to add the existing matching student to another school (by clicking* ***Add*** *for that school), to activate a record for a student whose record was deleted, but not permanently (by clicking* ***Activate****), or to cancel.*

Editing the Characteristics Assigned to One Student

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Characteristics allow you to include students in groups that you want to focus on in reports, such as gifted/talented students or students with special needs.

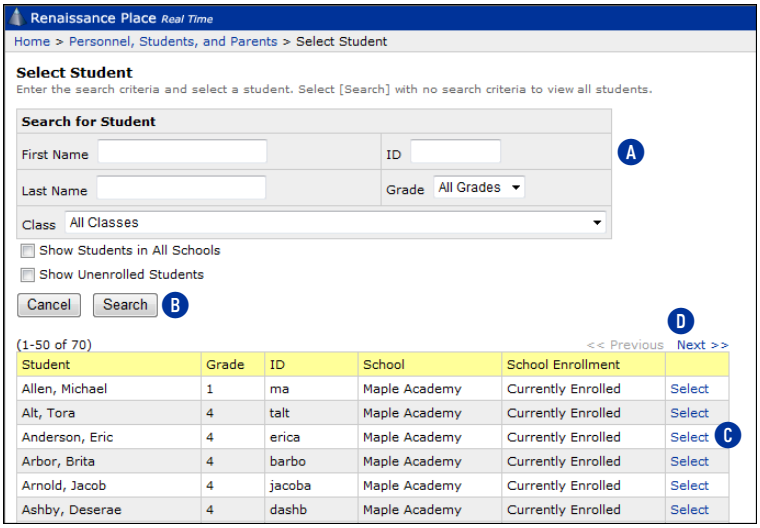
Follow these steps to change the characteristics (if any) assigned to a specific student. You can edit characteristics ***only*** for students who are enrolled in a school. School administrators can only change characteristics for students enrolled in their own school. See page 74 for information on enrolling students in a school.

If you want to assign other characteristics that you don't see in the list, you can add more characteristics by following the steps in the procedure on page 82. If you want to change characteristics for a group of students instead of just one, follow the steps on page 85.

To change the student's personal information instead (the student's name, for example), see page 78.

If you are a school administrator and you have access to more than one school, *use the* ***User Type*** *drop-down list on your Home page to choose your School User role at the school you want to work with. You can only edit characteristics for students in the school you select.*

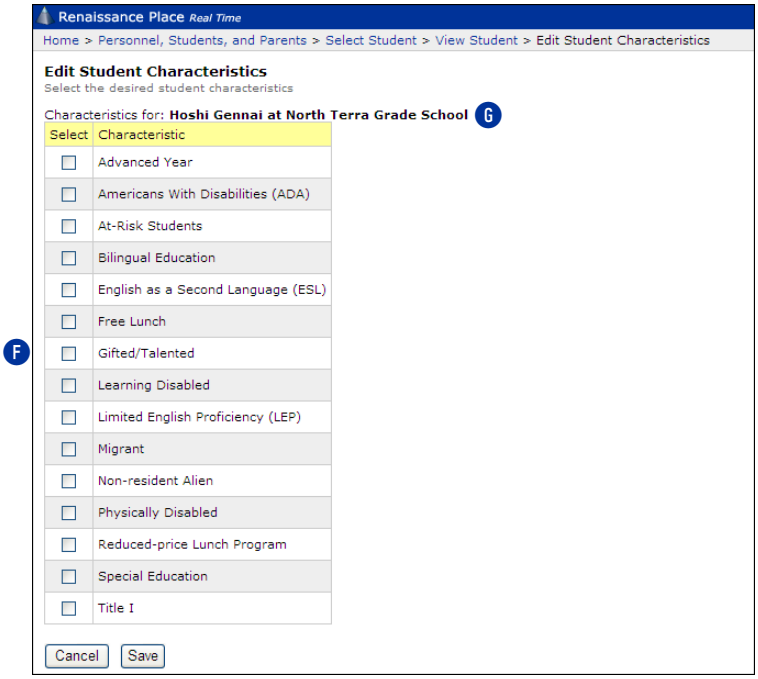
1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. To find the student who needs changes to his or her information, enter and/or select the student's information in the fields at the top of the page (A). You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.
4. Click **Search** (B).


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student
Select Student
Enter the search criteria and select a student. Select [Search] with no search criteria to view all students.
Search for Student
First Name
ID
Last Name
Grade All Grades
Class All Classes
Show Students in All Schools
Show Unenrolled Students
Cancel
Search
A
B
D
(1-50 of 70)
<< Previous
Next >>
Student
Grade
ID
School
School Enrollment
Allen, Michael 1 ma Maple Academy Currently Enrolled Select
Alt, Tora 4 talt Maple Academy Currently Enrolled Select
Anderson, Eric 4 erica Maple Academy Currently Enrolled Select
Arbor, Brita 4 barbo Maple Academy Currently Enrolled Select
Arnold, Jacob 4 jacoba Maple Academy Currently Enrolled Select
Ashby, Deserae 4 dashb Maple Academy Currently Enrolled Select
C

5. Click **Select** (C) for the student whose characteristics need to be changed. If a student is assigned to more than one school, be sure to choose the location that you want to assign characteristics for.

   If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back (D).
6. Click **Edit Student Characteristics** on the View Student page.

7. Check the box by each characteristic you want to assign to this student (F). The characteristics apply only at the school that is listed (G).



8. Click **Save**.

Adding Student Characteristics

Who Can Do This?

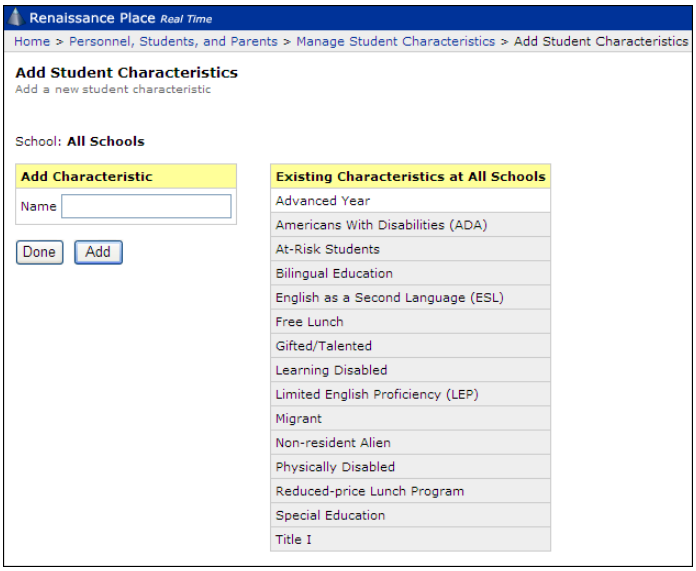
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

As you assign characteristics to students, you may find that some characteristics you want to assign aren't in the list. Follow these steps to add characteristics for one or more schools.

Characteristics can be helpful when you are creating reporting parameter groups to use when generating reports. For more information about reporting parameter groups, see page 129.

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Set Up Characteristics** on the Personnel, Students, and Parents page.
3. If you see a **School** drop-down list on the Manage Student Characteristics page, use it to choose the school you want to add the characteristic to, or choose **All Schools** to add the characteristic to all the schools.
4. Click **Add Characteristic**.
5. Enter the name of your new characteristic and click **Add**. The new characteristic will be added to the list on the right. To add more characteristics, repeat this step.



6. Click **Done** when you have finished adding characteristics.

Note: If you would like to add the new characteristic to students, see page 80.

If you are a school administrator and you have access to more than one school, *use the* ***User Type*** *drop-down list on your Home page and choose your School User role at the school you want to work with* before *you add characteristics. The characteristics you add will be for the school you select.*

Editing Student Characteristics

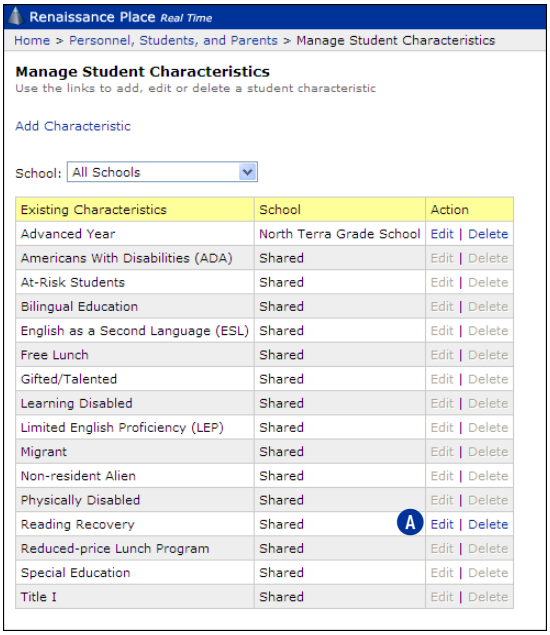
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

You can change the name of a student characteristic that you have added. However, you can't change the names of the standard characteristics that are in the list when Renaissance Place is first set up, and you can't change the name of characteristics for schools that you are not assigned to. Follow these steps to change the name of custom student characteristics:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Set Up Characteristics** on the Personnel, Students, and Parents page.
3. The next page lists the characteristics and the school(s) each one has been added to. (*Shared* means the characteristic is used in more than one school.) Click **Edit** by the characteristic you want to change Ⓐ. (The Edit link is not available for standard characteristics.)


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Manage Student Characteristics
Manage Student Characteristics
Use the links to add, edit or delete a student characteristic
Add Characteristic
School: All Schools
Existing Characteristics | School | Action
Advanced Year | North Terra Grade School | Edit | Delete
Americans With Disabilities (ADA) | Shared | Edit | Delete
At-Risk Students | Shared | Edit | Delete
Bilingual Education | Shared | Edit | Delete
English as a Second Language (ESL) | Shared | Edit | Delete
Free Lunch | Shared | Edit | Delete
Gifted/Talented | Shared | Edit | Delete
Learning Disabled | Shared | Edit | Delete
Limited English Proficiency (LEP) | Shared | Edit | Delete
Migrant | Shared | Edit | Delete
Non-resident Alien | Shared | Edit | Delete
Physically Disabled | Shared | Edit | Delete
Reading Recovery | Shared | A | Edit | Delete
Reduced-price Lunch Program | Shared | Edit | Delete
Special Education | Shared | Edit | Delete
Title I | Shared | Edit | Delete

4. Edit the characteristic name in the appropriate field on the next page.
5. Click **Save** to save your changes to the name and to see your changes in the list to the right.
6. Click **Done** to close this page.

***If you are a school administrator** and you have access to more than one school, use the **User Type** drop-down list on your Home page and choose your School User role at the school you want to work with **before** you follow these steps. On the Manage Student Characteristics page, you will see the characteristics for the school you select.*

Deleting Student Characteristics

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

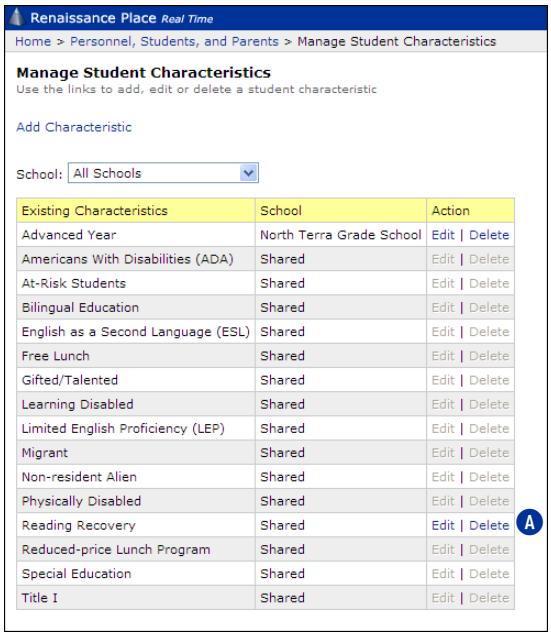
Learn more about capabilities on page 46.

You can delete a student characteristic that you have added. However, you can't delete the standard characteristics that are in the list when Renaissance Place is first set up, and you can't delete characteristics for schools that you are not assigned to.

If the characteristic you are deleting has been assigned to any students, it will be removed from those students' records when you delete it, but only for the school(s) you are working with.

Follow these steps to delete custom student characteristics:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Set Up Characteristics** on the Personnel, Students, and Parents page.
3. The next page lists the characteristics and the school(s) each one has been added to. (*Shared* means that the characteristic is used by more than one school.) Click **Delete** Ⓐ by the custom characteristic you want to delete. (The Delete link is not available for standard characteristics.)
4. Click **OK** when the program asks if you are sure you want to delete the characteristic.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Manage Student Characteristics
Manage Student Characteristics
Use the links to add, edit or delete a student characteristic
Add Characteristic
School: All Schools
Existing Characteristics | School | Action
Advanced Year | North Terra Grade School | Edit | Delete
Americans With Disabilities (ADA) | Shared | Edit | Delete
At-Risk Students | Shared | Edit | Delete
Bilingual Education | Shared | Edit | Delete
English as a Second Language (ESL) | Shared | Edit | Delete
Free Lunch | Shared | Edit | Delete
Gifted/Talented | Shared | Edit | Delete
Learning Disabled | Shared | Edit | Delete
Limited English Proficiency (LEP) | Shared | Edit | Delete
Migrant | Shared | Edit | Delete
Non-resident Alien | Shared | Edit | Delete
Physically Disabled | Shared | Edit | Delete
Reading Recovery | Shared | Edit | Delete
Reduced-price Lunch Program | Shared | Edit | Delete
Special Education | Shared | Edit | Delete
Title I | Shared | Edit | Delete
A

If you are a school administrator *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your School User role at the school you want to work with* ***before*** *you follow these steps. On the Manage Student Characteristics page, you will see the characteristics for the school you select.*

Editing Multiple Students

Who Can Do This?

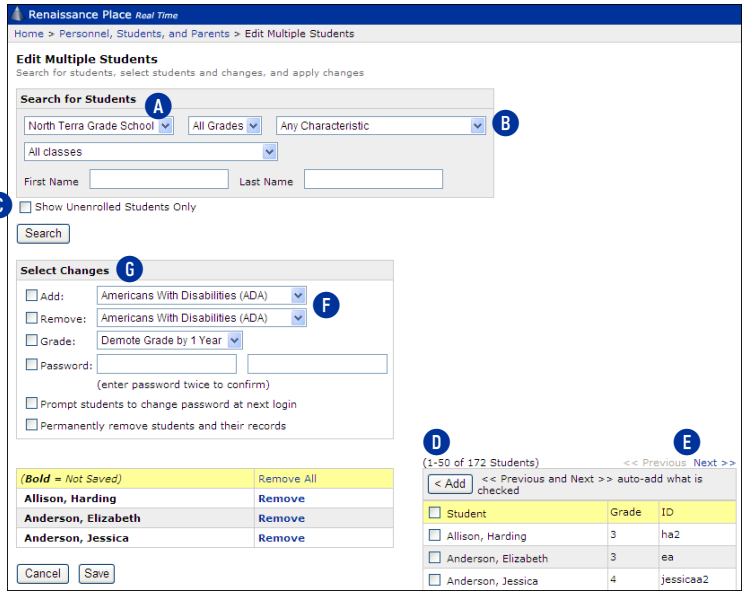
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

By following these steps, you can edit multiple student records at one time. Although you cannot change all information for the students, you can do the following:

- Add and remove student characteristics
- Change the grade level by one year
- Change their password
- Require the students to change their password the next time they log in to Renaissance Place RT
- Permanently remove students and their records (district personnel only)

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Edit Multiple Students** on the Personnel, Students, and Parents page.
3. On the Edit Multiple Students page, enter or select the search parameters for the students whose records you want to edit (A). Then, click **Search**.



Only district personnel can choose a school to search in. *School administrators can only search for students in their own school on this page. School administrators who are assigned to more than one school should use the User Type drop-down list on the Home page to choose which school to work with before going to the Edit Multiple Students page.*

(A) District administrators and staff can select a school.

(B) You can select a grade, characteristic and/or class or enter all or part of a student's first and last name. (You do not need to enter all information.)

(C) Check this box to show only students that are not enrolled in a school, *but that were previously enrolled in the selected school.*

(D) This list shows the pupils who matched your search criteria.

(E) If your list of search results is long, it will be split into more than one page. Click **Next >>** to see the next page of results and **<< Previous** to go back. Doing this will automatically cause any pupils selected on the current page to be moved to the left-hand list (as though you had clicked **< Add**).

(F) The characteristics that are in these drop-down lists are the ones available at the pupil's school. Schools may have different characteristics.

4. In the search results (D on the previous page), check the box next to each student that you want to apply changes to; then click **< Add** to add them to the list on the left. Check the **Student** box at the top of the column to select all of the students on this page of the search results at once.
5. Under Select Changes G, check the box by each change you want to make. (You can choose more than one.)
   - **Add.** Check this box to add the same characteristic to the students' records. Then, in the drop-down list, select the characteristic to apply to the students.
   - **Remove.** Check this box to remove the same characteristic from the students' records. Then, in the drop-down list, select the characteristic you want removed from the students.
   - **Grade.** *If you have noticed that the students have the wrong grade level,* check the **Grade** box to change the students' grade level by one. Then, use the drop-down list to increase or decrease the grade level. Note that students are automatically promoted to the next grade level in the software when a new school year begins, so this change should only be necessary if there is an error or if a student was not promoted.
   - **Password.** Check this box to change the students' passwords. When you do this, all the students will be given the same new password. Type the new password in the two blank fields.
   - **Prompt students to change password at next login.** Check this box if you want to require students to change their passwords the next time they log in.
   - **Permanently remove students and their records.** If this box is available, check it if you want to delete the chosen students and their records from Renaissance Place RT.

     Note: Choose this option *only* if the students are not enrolled at any school in the district and future access to the students' data is not required. ***Do not*** use this option if the student is enrolled in another school in the district or if future access to the students' data is required (for reporting purposes).

     If you choose this option, you will have a 30-day grace period during which you can recover permanently removed students and their records (see the next section, "Recovering Student Records"). Once those 30 days have passed, the data *cannot* be recovered.
6. To apply the changes to the students you have chosen (in the left-hand list), click **Save**. If you have chosen to permanently remove students and their records, you will be asked to confirm the permanent removal before proceeding. Once the changes are complete, a confirmation message will open telling you how many students were removed.

Usually only district personnel have the option to permanently remove students. *School administrators do not see the option for permanently removing students* ***unless*** *they have been given additional capabilities.*

Recovering Student Records

Who Can Do This?

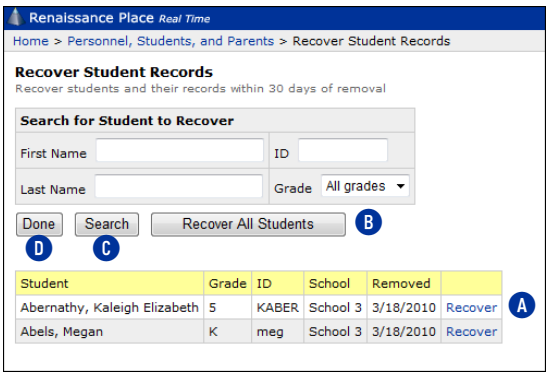
- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

If students' records have been permanently removed (see the previous section, "Editing Multiple Students"), you can still recover them during a 30-day grace period. Once this 30-day period has passed, the records can no longer be recovered. This procedure does *not* apply to students that have been deleted (see page 95).

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Recover Student Records** on the Personnel, Students, and Parents page.
3. On the Recover Student Records page, search for the student(s) whose records you want to restore. You can enter any combination of first name, last name, ID, and grade. To find *all* students whose records have been permanently removed, leave the fields blank and the **Grade** drop-down list at its default setting **(All grades).** When you have your search criteria entered, click **Search.**

4. In the search results, click **Recover** at the end of the row for a student to recover that student's records (A). Click **Recover All Students** (B) to recover all the students' records found by the search.



   After a student record has been permanently removed, the ID and/or user name from that record can be used for another student by editing the student's information.

   - If, as a result of reuse, a recovered student has the same ID as another student, the recovered student will be given a new ID; both student records will become candidates for possible merging. Click **Merge Candidates** (see page 71).
   - If the recovered student and another student both have the same user name as a result of reuse, the recovered student will be given a new user name, which you can change if you wish (see page 78).

5. To search for more students, click **Search** (C) and go back to step 3. When you are finished recovering student records, click **Done** (D).

Enrolling or Unenrolling a Student from Classes

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

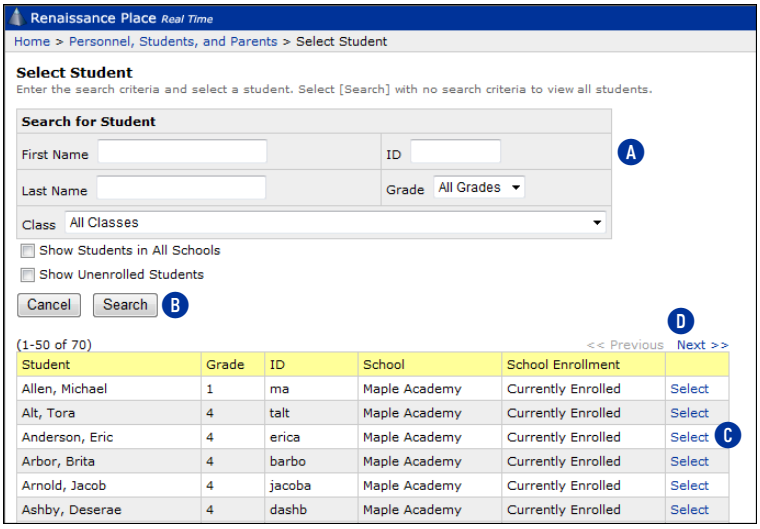
Learn more about capabilities on page 46.

If you are a school administrator *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your School User role at the school you want to work with* ***before*** *you follow these steps.*

Follow these steps to enroll a student in or unenroll him or her from one or more classes. If you need to change the students enrolled in one class, see "Enrolling Students in a Class" on page 27.

Students who do not have a school assigned can't be enrolled in classes. You must assign the student to a school before enrolling him or her in a class (see page 74). School administrators can only follow these steps for students enrolled in their school.

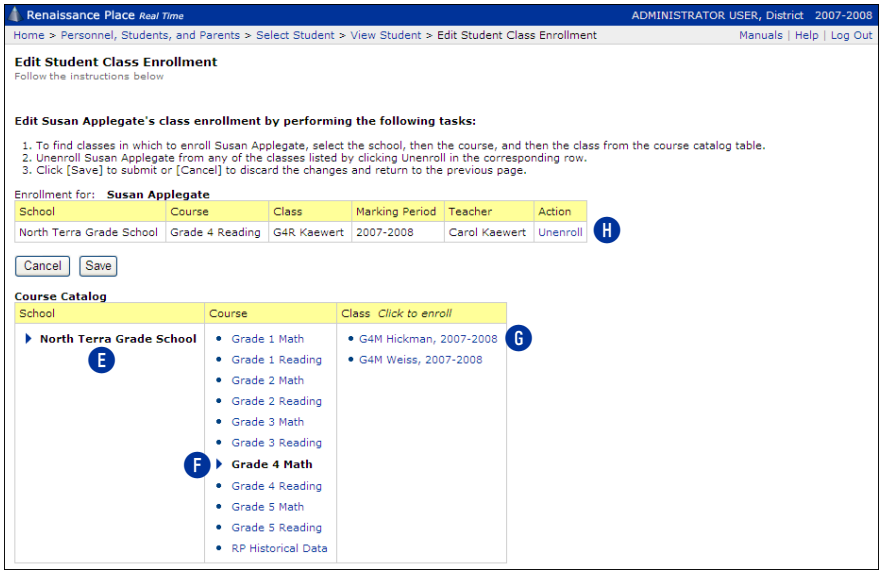
1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. To find the student who needs changes to his or her class enrollment, enter and/or select the student's information in the fields at the top of the page (A). You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.
4. Click **Search** (B).



5. Click **Select** (C) for the student whose class enrollment needs changes. If a student is assigned to more than one school, be sure to choose the location where you want to enroll the student in classes.

   If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back (D).
6. Click **Edit Class Enrollment** on the View Student page. The Edit Student Class Enrollment page lists the classes this student is already enrolled in; it also tells you if the student is not currently enrolled in any classes. Below this list is the Course Catalog.

7. To enroll a student in a class, click the name of the school (E) where the class is held. (Only this student's schools are listed.) Click the course (F), and then click the class that you want to enroll the student in within that course (G). The class will be added to the list at the top of the page.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Personnel, Students, and Parents > Select Student > View Student > Edit Student Class Enrollment
Manuals | Help | Log Out
Edit Student Class Enrollment
Follow the instructions below
Edit Susan Applegate's class enrollment by performing the following tasks:
1. To find classes in which to enroll Susan Applegate, select the school, then the course, and then the class from the course catalog table.
2. Unenroll Susan Applegate from any of the classes listed by clicking Unenroll in the corresponding row.
3. Click [Save] to submit or [Cancel] to discard the changes and return to the previous page.
Enrollment for: Susan Applegate
School
Course
Class
Marking Period
Teacher
Action
North Terra Grade School
Grade 4 Reading
G4R Kaewert
2007-2008
Carol Kaewert
Unenroll
H
Cancel
Save
Course Catalog
School
Course
Class Click to enroll
North Terra Grade School
E
Grade 1 Math
Grade 1 Reading
Grade 2 Math
Grade 2 Reading
Grade 3 Math
Grade 3 Reading
F
Grade 4 Math
Grade 4 Reading
Grade 5 Math
Grade 5 Reading
RP Historical Data
G4M Hickman, 2007-2008
G4M Weiss, 2007-2008
G

   To unenroll the student from a class, click **Unenroll** (H) by that class in the list at the top of the page.

8. Click **Save** when you have finished changing the student's classes.

Viewing a Student's Class Enrollment

Who Can Do This?

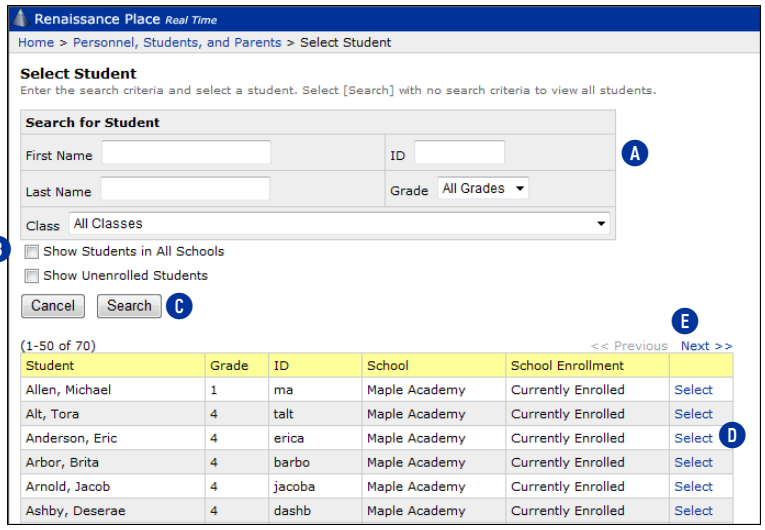
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

Learn more about capabilities on page 46.

Follow these steps to view one student's classes.

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. To find the student whose class enrollment you want to view, enter and/or select the student's information in the fields at the top of the page ((A) on the next page). You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.

   If you are a school administrator, you can check the **Show Students in All Schools** box (B) to search for students who are not in your school.
4. Click **Search** (C).

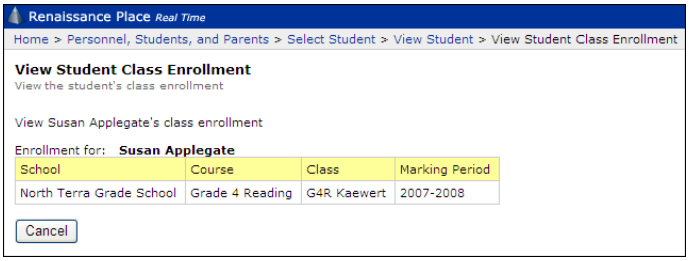

Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student
Select Student
Enter the search criteria and select a student. Select [Search] with no search criteria to view all students.
Search for Student
First Name
ID
Last Name
Grade All Grades
Class All Classes
Show Students in All Schools
Show Unenrolled Students
Cancel
Search
A
B
C
D
E
(1-50 of 70)
<< Previous
Next >>
Student | Grade | ID | School | School Enrollment
Allen, Michael | 1 | ma | Maple Academy | Currently Enrolled | Select
Alt, Tora | 4 | talt | Maple Academy | Currently Enrolled | Select
Anderson, Eric | 4 | erica | Maple Academy | Currently Enrolled | Select
Arbor, Brita | 4 | barbo | Maple Academy | Currently Enrolled | Select
Arnold, Jacob | 4 | jacoba | Maple Academy | Currently Enrolled | Select
Ashby, Deserae | 4 | dashb | Maple Academy | Currently Enrolled | Select

5. Click **Select** D for the student whose class enrollment you want to see. If a student is assigned to more than one school, be sure to choose the location where you want to view the student's classes.

   If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back E.

6. Click **View Class Enrollment** or **Edit Class Enrollment** on the View Student Page. (The link name will vary depending on your position and assigned school.)

7. The top of the next page will list this student's classes. When you have finished viewing the class list, click **Cancel**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student > View Student > View Student Class Enrollment
View Student Class Enrollment
View the student's class enrollment
View Susan Applegate's class enrollment
Enrollment for: Susan Applegate
School | Course | Class | Marking Period
North Terra Grade School | Grade 4 Reading | G4R Kaewert | 2007-2008
Cancel

Promoting Students

If you edit a student's grade level *after you added the student, the program adjusts the student's grade level in all the other school years: past, current, and future.*

In Renaissance Place RT, you don't need to manually promote students to the next grade at the start of a new school year. When you add a student to the database, you should assign a grade level to the student. In each of the subsequent school years, the program increases the student's grade by one until he or she reaches 12+ and therefore graduates.

Even though you don't need to promote your students every year, you can change the grade for one or more students:

- To edit one student's grade, see "Editing Students' Information" on page 78.
- To increase or decrease the grade level for a group of students, see "Editing Multiple Students" on page 85.

Exporting Students

Who Can Do This?

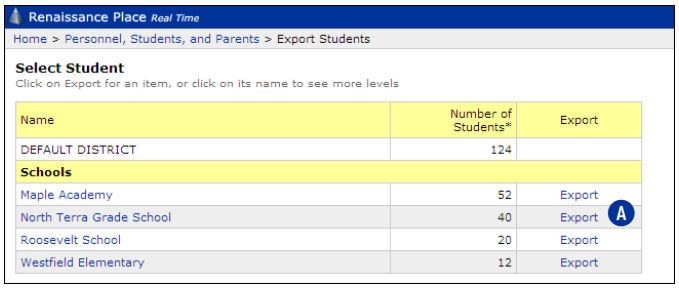
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

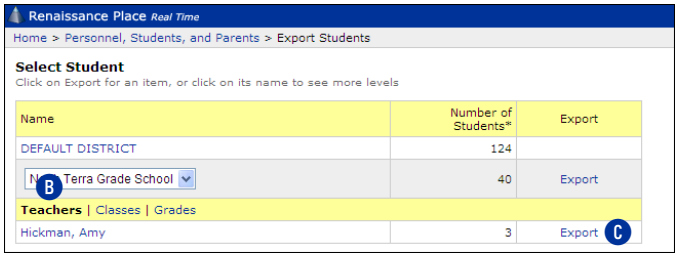
Using Renaissance Place RT, you can export basic student information. For some products, you can also export the student quiz, test, or assignment data. This data can be imported into other databases or onto another server running Renaissance Place (see "Managing Data Imports" on page 165).

Follow these steps to export student information or performance data:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Export Information** on the Personnel, Students, and Parents page.
3. Choose the level at which you want to export student information:
   - To export student information for all of the students in a particular school, click **Export** in the row for that school (A). (At the school level, the only exports available are the Accelerated Math diagnostic export and the flat file student assessment export for Accelerated Reader, STAR Early Literacy, STAR Math, and STAR Reading.)

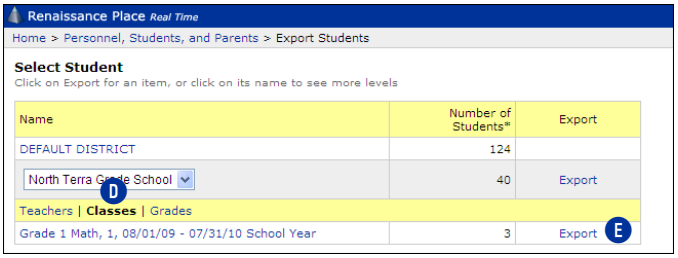


   - To export information about all of a single teacher's students, click the school name. Then, click **Teachers** (B) below the school name if it's not already selected. Click **Export** in the row for the teacher whose students you want to export (C).

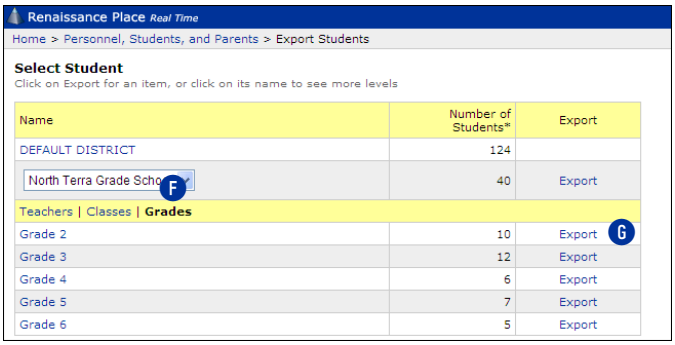


After you click a school, teacher, or class name, you may see a drop-down list *that allows you to switch to a different school, teacher, or class. To do this, use the drop-down list to choose the item you want.*

- To export information about all the students in a specific class, click the school name. Then, click **Classes** below the school name (D). Click **Export** in the row for the class (E).

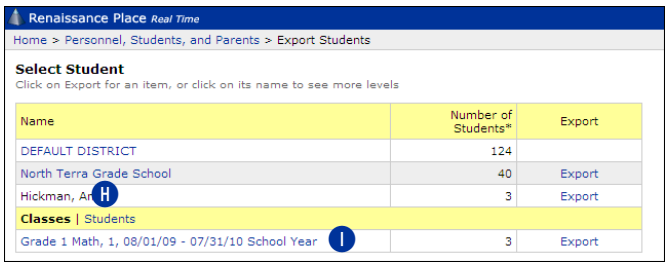


- To export information about *all* the students in a specific grade, click the school name. Then, click **Grades** below the school name (F). Click **Export** in the row for the grade (G).



- Exporting information about a *single* student requires you to select just that student. There are a number of ways to find and select a particular student:

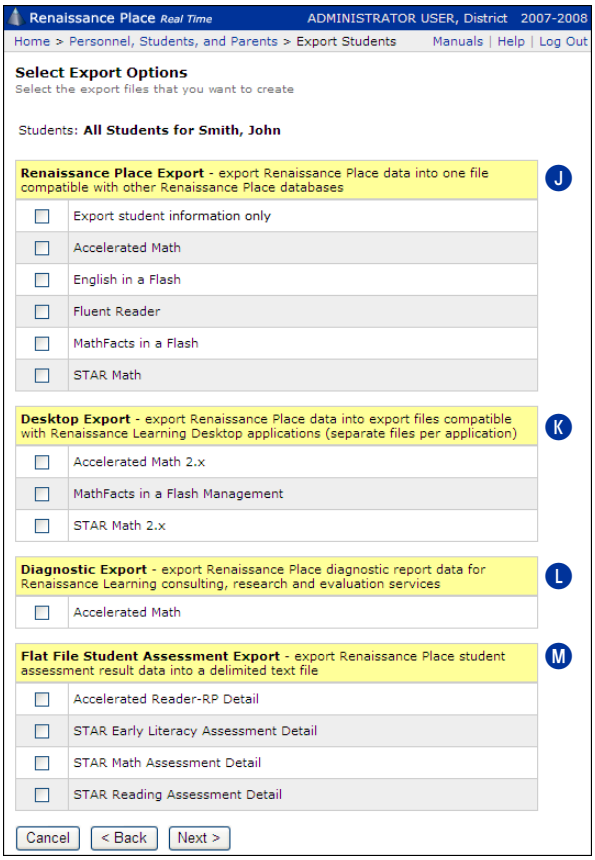
  —*Via one of the student's teachers:* Click **Teachers** (B on page 91), then click the teacher's name. You can then either click **Students** (H) (for a list of students in *all* classes for that teacher) or click the name of one of the teacher's classes (I) (for a list of all the students in that specific class). Click **Export** in the row for the student you want to export.



  —*Via one of the student's classes:* Click **Classes** (D above), then click the name of the class. You will see a list of all the students in that class; click **Export** in the row for the student you want to export.

  —*Via the student's grade:* Click **Grades** (F above), then click the grade the student is in. You will see a list of all the students in that grade; click **Export** in the row for the student you want to export.

4. Check the boxes next to the information you want to export.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Personnel, Students, and Parents > Export Students
Manuals | Help | Log Out
Select Export Options
Select the export files that you want to create
Students: All Students for Smith, John
Renaissance Place Export - export Renaissance Place data into one file compatible with other Renaissance Place databases
J
Export student information only
Accelerated Math
English in a Flash
Fluent Reader
MathFacts in a Flash
STAR Math
Desktop Export - export Renaissance Place data into export files compatible with Renaissance Learning Desktop applications (separate files per application)
K
Accelerated Math 2.x
MathFacts in a Flash Management
STAR Math 2.x
Diagnostic Export - export Renaissance Place diagnostic report data for Renaissance Learning consulting, research and evaluation services
L
Accelerated Math
Flat File Student Assessment Export - export Renaissance Place student assessment result data into a delimited text file
M
Accelerated Reader-RP Detail
STAR Early Literacy Assessment Detail
STAR Math Assessment Detail
STAR Reading Assessment Detail
Cancel
< Back
Next >

If any students have used extended time limits while taking a STAR Math test, *that fact will not be included in the desktop or flat-file exports.*

J Renaissance Place export files are intended to be imported into another Renaissance Place database.

Checking the **Export student information only** box will limit the export to students' personal information, such as name, gender, ethnicity, etc.

Checking any of the product boxes will export the students' quiz/test records for the chosen product. (If any of the product boxes are chosen, the students' personal information *will* also be included in the export, regardless of whether the **Export student information only box** is checked.)

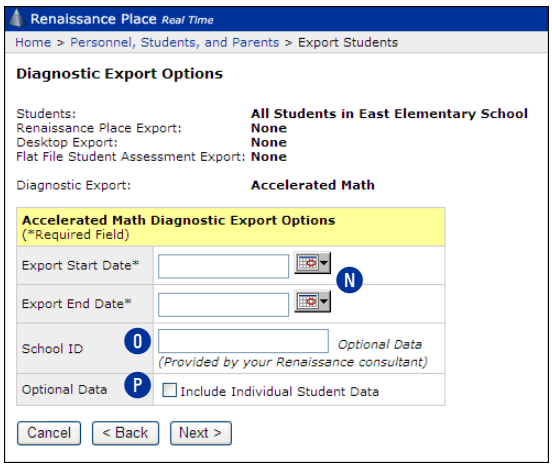
No matter how many boxes you check in this section, you will receive one file that includes all the selected Renaissance Place information for the students.

K Desktop export files are intended to be imported into a desktop Renaissance Learning product. You will receive a separate file for each product that you check. **Note:** When exporting data out of Renaissance Place in a desktop-compatible format, each student's user name will be updated using the first initial of the student's first name and first four characters of the student's last name. Each student's password will be updated using the student's first and last initials. This is because Renaissance Place products can handle longer user names and passwords than desktop products can.

L The diagnostic export is useful when you need to send information to Renaissance Learning. It is currently only available for Accelerated Math.

M Flat files are comma-delimited files that you can open using a spreadsheet program. They include the quiz and test data from the products you select. You will receive a separate file for each product that you check.

5. Click **Next >**.
6. If you chose a Diagnostic Export in the last step, enter the options for the diagnostic export. Then, click **Next >**.

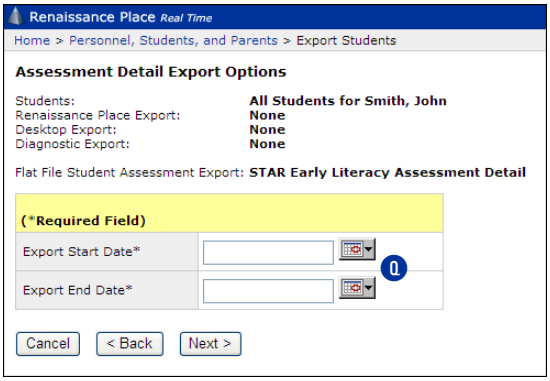


N To enter the dates, you can type them in the blank fields or click each calendar button and click a date in the calendar that opens up.

O Enter the school ID you received from Renaissance Learning.

P Check this box if you want to include data for individual students.

7. If you chose a flat-file export, enter the start and end dates for the range of dates you'd like to export. (Type the dates in the appropriate blank fields, or click the calendar button next to each field Q and click a date in the calendar that opens up.) Then, click **Next >**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Export Students
Assessment Detail Export Options
Students: All Students for Smith, John
Renaissance Place Export: None
Desktop Export: None
Diagnostic Export: None
Flat File Student Assessment Export: STAR Early Literacy Assessment Detail
(*Required Field)
Export Start Date*
Export End Date*
Q
Cancel
< Back
Next >

8. The program will generate the export files you selected. As each file is created, click **Download** to save the file to a location of your own choosing.
9. Click **Done** after downloading the files.

Deleting Students

Who Can Do This?

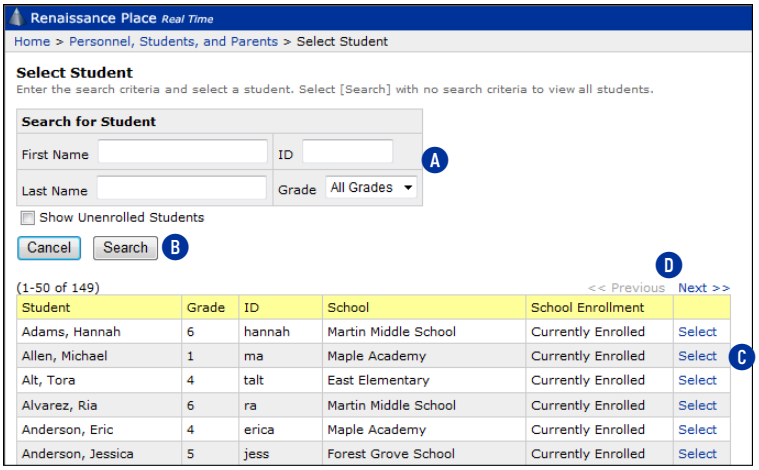
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to delete students. You can choose whether you want to permanently delete the students from the database or just inactivate the student records.

Note: Deleting a student record is not the same as permanently removing a student record when editing multiple students (see page 85). If a student record has data attached to it, attempting to delete it will only deactivate it; *permanently removing it will remove **all** traces of the record from the database.*

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. To find the student whose record you want to delete, enter and/or select the student's information in the fields at the top of the page (A). You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.
4. Click **Search** (B).

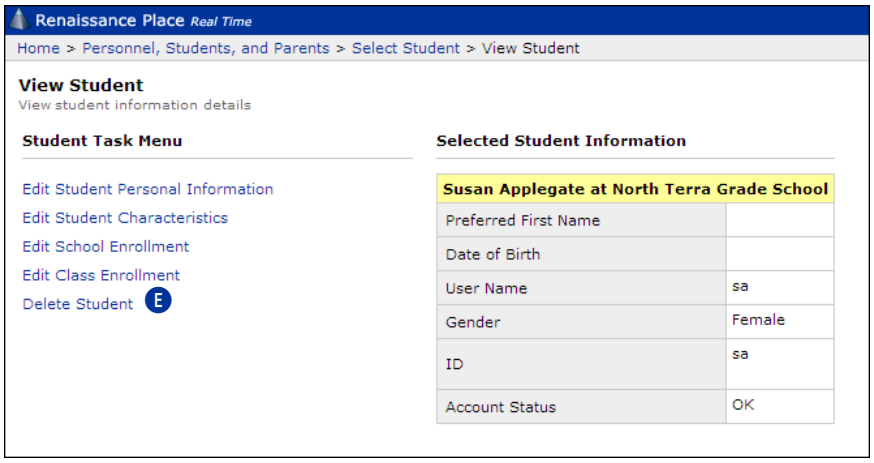

Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student
Select Student
Enter the search criteria and select a student. Select [Search] with no search criteria to view all students.
Search for Student
First Name
ID
Last Name
Grade
All Grades
Show Unenrolled Students
Cancel
Search
A
B
C
D
(1-50 of 149)
<< Previous
Next >>
Student
Grade
ID
School
School Enrollment
Adams, Hannah 6 hannah Martin Middle School Currently Enrolled Select
Allen, Michael 1 ma Maple Academy Currently Enrolled Select
Alt, Tora 4 talt East Elementary Currently Enrolled Select
Alvarez, Ria 6 ra Martin Middle School Currently Enrolled Select
Anderson, Eric 4 erica Maple Academy Currently Enrolled Select
Anderson, Jessica 5 jess Forest Grove School Currently Enrolled Select

5. Click **Select** (C) for the student whose record you want to delete. If a student is assigned to more than one school, it doesn't matter which location you select.

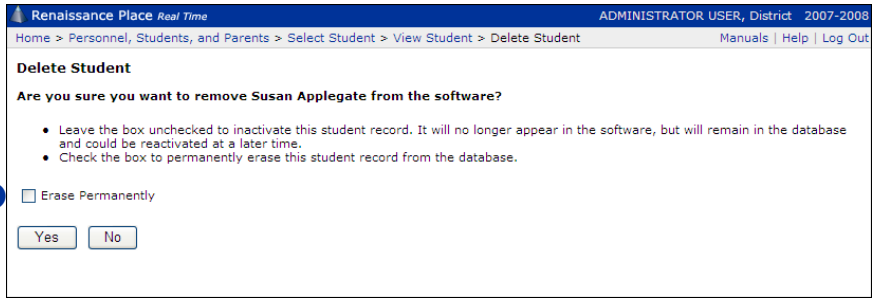
   If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back (D).

If you are a school administrator, you can only delete students enrolled in your school. *Do not check the **Show Students in All Schools** box when searching for students to delete. If you are assigned to more than one school, on the Home page, use the User Type drop-down list to choose the school from which you want to delete students.*

6. Click **Delete Student** (E) on the View Student page.



7. If you want to delete the student's record permanently, check the **Erase Permanently** box (F). If you don't check the box, the student's record will become inactive, but it won't be permanently deleted.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Personnel, Students, and Parents > Select Student > View Student > Delete Student
Manuals | Help | Log Out
Delete Student
Are you sure you want to remove Susan Applegate from the software?
Leave the box unchecked to inactivate this student record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this student record from the database.
F
Erase Permanently
Yes
No

8. Click **Yes** to finish deleting or inactivating the student record.
9. The program will tell you whether the student has been inactivated or deleted. Click **Continue**.

The program won't allow you to permanently delete students with other records attached to their names *(such as being assigned to a class or associated with a parent); those students will be inactivated instead.*

Reactivating a Student

If you accidentally inactivate a student whose records you will need again, you can restore the inactive student if you did not permanently delete the student. Follow these steps:

1. Add a student with exactly the same name as the one you inactivated (see page 20—make sure you use a different user name). When you try to save the new student, the Duplicate Student Found page opens because the new student has the same name as the one you inactivated.
2. Click **Activate** to restore the inactive student instead of adding a new one.

Unlocking Student Accounts

You can control the number of times the wrong password can be entered *before the program locks the account; to do this, use the Account Login preference (see page 191 for details).*

A student's account can be locked if the student enters the wrong password too many times in a row while trying to log in. This is a security feature—it prevents others from having too many chances to guess the student's password and log in under the wrong name.

The program will automatically unlock all accounts at midnight every day; however, if you need to unlock a student account before then, you can do one of two things:

- To unlock more than one student account, see "Viewing and Unlocking Multiple Student Accounts" below.
- To unlock just one account, see "Unlocking One Student's Account from the View Student Page" on page 98.

District personnel can unlock accounts for any student. If you are a school administrator or school staff member, you can unlock accounts for students in your school. Teachers can unlock accounts for students in their classes.

Viewing and Unlocking Multiple Student Accounts

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

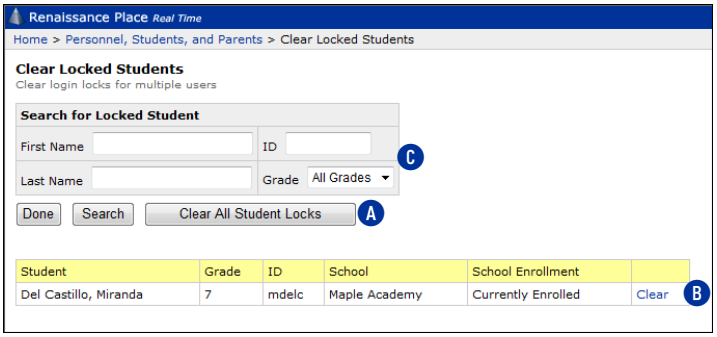
Learn more about capabilities on page 46.

Follow these steps to unlock multiple student accounts:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Clear Locked Students** on the Personnel, Students, and Parents page. The Clear Locked Students page will list all students whose accounts are locked.
3. To clear locks for all students at once, click **Clear All Student Locks** A.

   To clear locks for individuals, click **Clear** in the row for each student B.

   To search for a specific student, enter all or part of the first name, last name, and/or ID in the appropriate blank fields C. You can also choose a grade from the **Grade** drop-down list. Then, click **Search**. If the list of results is long, it will be split into multiple pages. Click **Next >>** to see the next page of results or **<< Previous** to go back.
4. Click **Done** when you have finished clearing locks.



Unlocking One Student's Account from the View Student Page

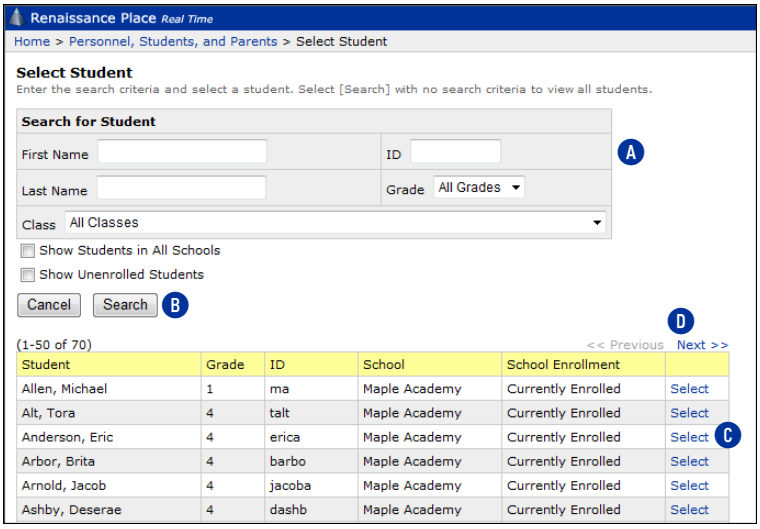
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

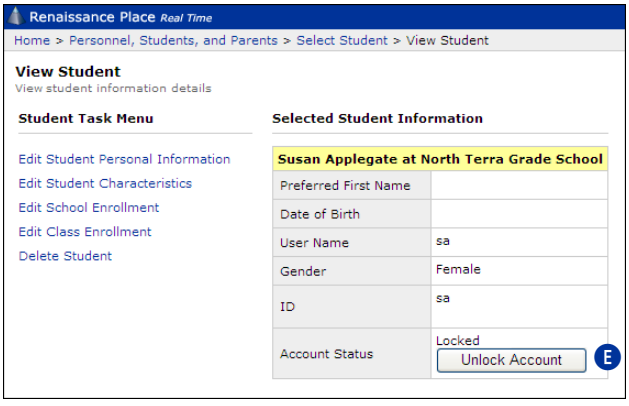
Learn more about capabilities on page 46.

Follow these steps to unlock one student's account:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. To find the student whose account is locked, enter and/or select the student's information in the fields at the top of the page (A). You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.
4. Click **Search** (B).


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Student
Select Student
Enter the search criteria and select a student. Select [Search] with no search criteria to view all students.
Search for Student
First Name
ID
Last Name
Grade All Grades
Class All Classes
Show Students in All Schools
Show Unenrolled Students
Cancel
Search
A
B
D
(1-50 of 70)
<< Previous Next >>
Student | Grade | ID | School | School Enrollment
Allen, Michael | 1 | ma | Maple Academy | Currently Enrolled | Select
Alt, Tora | 4 | talt | Maple Academy | Currently Enrolled | Select
Anderson, Eric | 4 | erica | Maple Academy | Currently Enrolled | Select
Arbor, Brita | 4 | barbo | Maple Academy | Currently Enrolled | Select
Arnold, Jacob | 4 | jacoba | Maple Academy | Currently Enrolled | Select
Ashby, Deserae | 4 | dashb | Maple Academy | Currently Enrolled | Select
C

5. Click **Select** (C) for the student whose account is locked. If a student is assigned to more than one school, it doesn't matter which location you select. (If the list of search results is long, it will be split into multiple pages. Click **Next >>** to go to the next page of results or **<< Previous** to go back (D).)
6. Click **Unlock Account** (E). The Account Status will change to OK.



MANAGING PARENTS

The following sections describe how to view, add, edit, or delete parents and associate children with parents. Parents who are added to the Renaissance Place RT database and assigned children (see page 104) can log in and view certain information and reports about their children. (Parents cannot view any other information.)

Administrators can turn off the ability of parents to log in to the software if you do not want to allow this; see "Security Options for Students and Parents" on page 192.

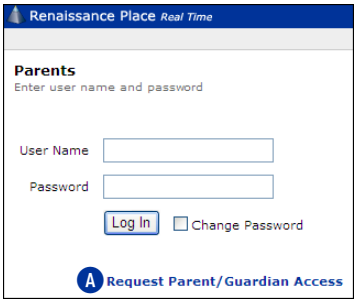
Note: Renaissance Home Connect is another way to keep parents informed about student work in Accelerated Reader, Accelerated Math, and MathFacts in a Flash (if it is available for your subscription). If the Renaissance Home Connect tab is available on your Home page, click What is Renaissance Home Connect for more information.

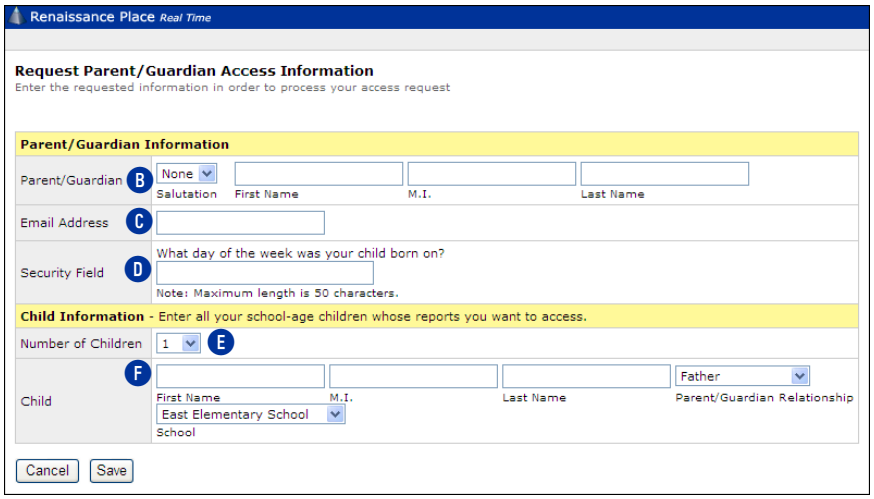
How Parents Request Access to the Software

Administrators can create a security question *(see page 192) and process parent requests (see page 194).*

1. In a web browser, the parent goes to the web address (URL) provided by your school for Renaissance Place RT.
2. On the Welcome page, click **Parent**.
3. Click **Request Parent/Guardian Access** A.
4. On the page that opens, the parent enters:
   - his or her name B (salutation and middle initial are optional)
   - email address C (so the district can email the parent login information)
   - answer to the security question D (if required by your district, see page 192)
   - number of children using the Renaissance Place RT software E
   - information about each child using the Renaissance Place RT software F (first name, last name, optional middle initial, relationship to the parent, and school)

   When the parent is done, he or she must click **Save**.





5. The parent clicks **Done** when the program confirms that the request has been made. If the district or school grants the parent access to the program, they will give the parent a user name and password used for logging in.

Adding Parents

Who Can Do This?

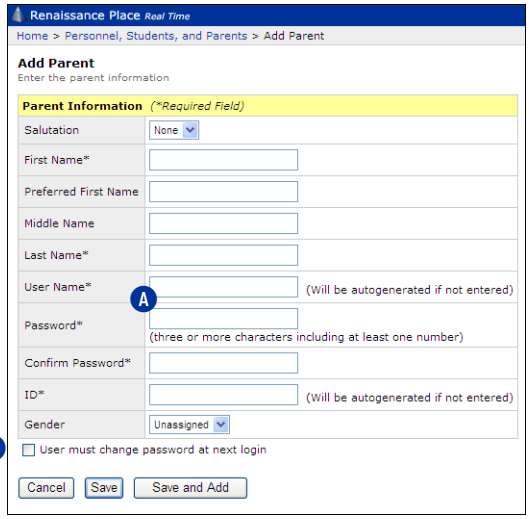
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Note: If some of your personnel have children in the district's schools, you do not need to add them as parents if you have already added them as personnel. You can indicate to the program that personnel are parents simply by assigning children to them. Follow the procedure on page 104 to assign children to personnel.

Follow these steps to add parents to your database:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Add Parent** on the Personnel, Students, and Parents page.
3. On the Add Parent page, enter the parent's information in the appropriate blank fields. Required information is marked with an asterisk. First and last names are limited to 35 characters.



A The user name and password are used to log in. They can't be the same. If you don't enter a user name, the program will generate one. Be sure to give each parent his or her user name and password after you add the parent.

B If you check this box, the user will be required to change his or her password when logging in for the first time.

4. If you want to add another parent after this one, click **Save and Add** and enter the next parent's information.

   If you want to add only this parent, click **Save**.
5. Parents won't see any information until you assign their children to them. See the instructions on page 104 to assign children to parents after you add them.

If the parent's name matches the name of another parent or personnel member in the database, *you will be notified. If you are a district administrator or staff member, you will have the chance to:*

- *Add another parent with the same name (by clicking **Add Parent**).*
- *Change the children to assign to the existing person found (by clicking **Edit Children**).*
- *Activate a record for a parent whose record was deleted (by clicking **Activate**).*
- *Cancel without adding the parent.*

How Parents Log In to Renaissance Place RT

If you have an Enterprise subscription to Accelerated Math, Accelerated Reader, or MathFacts in a Flash, Renaissance Home Connect is a better option for parents. *Parents can use Renaissance Home Connect to see information about their children's work without being added to Renaissance Place. For more information about Renaissance Home Connect, click* ***What Is Renaissance Home Connect*** *under the Renaissance Home Connect tab on your Home page.*

Note: Parents can only log in if you make the Parent link available on the Welcome page. See "Security Options for Students and Parents" on page 192.

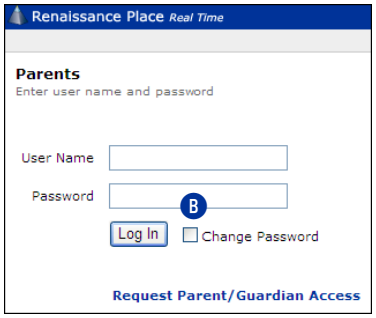
1. In your web browser, go to the web address (URL) provided by your school for Renaissance Place RT.
2. On the Welcome page, click **Parent** A.

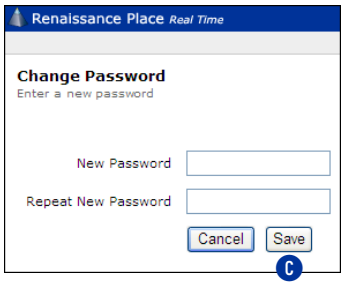
3. Enter your user name and password in the appropriate blank fields.

   To change your password, check the **Change Password** box B.
4. Click **Log In**.

   If you are not changing your password, your Home page opens.

   If you are changing your password, type it and then type it again in the appropriate blank fields to verify it, and click **Save** C to go to your Home page.





Which parents can log in? *Parents can log in when you add them to the software (see page 100), assign their children (page 104), give them the server address, and give them the user name and password you assigned when you added the parent. If a parent hasn't been added, but the parent has the address to the server, he or she can follow the steps on page 99 to request access.*

Viewing or Editing Parent Information

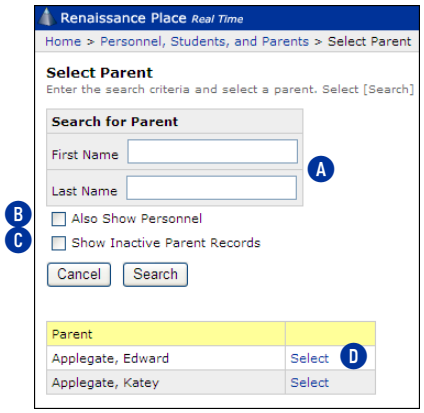
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to view or edit a parent's information. If you want to change the children assigned to a parent, see the steps on page 104. (**Note:** School staff members who aren't administrators can view parent information, but they can't edit it.)

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Parent** on the Personnel, Students, and Parents page.
3. On the Select Parent page, search for the parent whose information you want to view or edit. Then, click **Search** to see the search results.

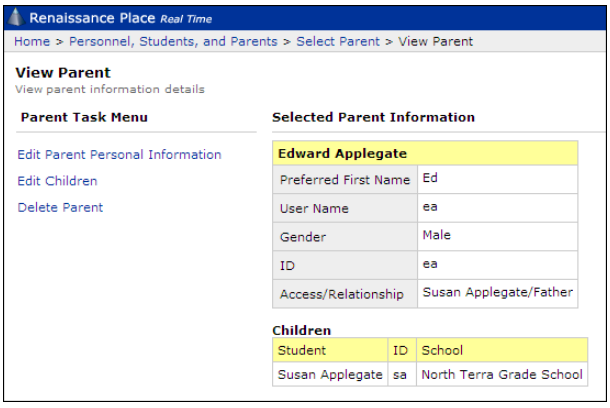


A You can enter all or part of a parent's first and last name in the appropriate blank fields. You aren't required to enter all information. If you want to find all parents, leave these fields blank.

B If the **Also Show Personnel** box is available, check it to include personnel in your search if some of your personnel are also parents. (This box is not available to school personnel with the default capabilities.)

C Check **Show Inactive Parent Records** if you want to include parents who have been deleted, but not permanently.

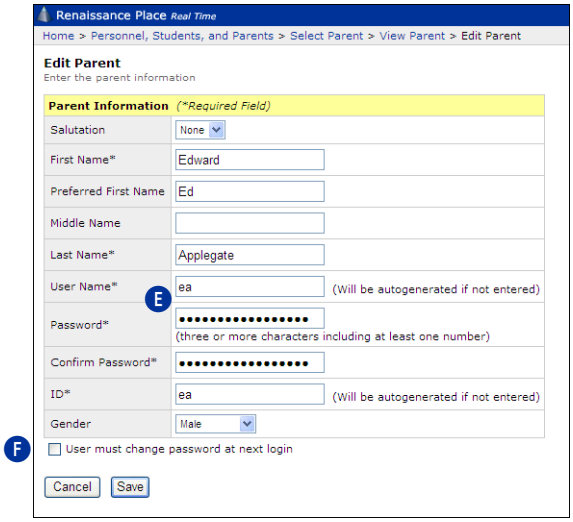
4. Click **Select** **D** next to the parent whose information you want to view or change. The View Parent page will show you some of the parent's information, including the children you have assigned to the parent.



You may not see all of the links or information shown here. *Your primary position, capabilities, and the status of the parent determine which tasks are available in the Parent Task Menu. If you are a school administrator, you will only see the children from your school who are assigned to the parent, not children from other schools.*

The Edit Parent Personnel Information link is not available if the parent's record is inactive. *You need to reactivate the parent before you can edit his/her information.*

5. If you want to edit the parent's information, click **Edit Parent Personal Information** on the View Parent page. Then, on the Edit Parent page, change the parent's information as needed. Click **Save** to save your changes.



E The user name and password are used to log in. They can't be the same. Give each parent his or her user name and password if you change them.

F If you check this box, this parent will be required to change his or her password when logging in next time.

Note: If you changed the parent's name, and the name now matches the name of another parent, administrator, staff member, or teacher in the database, you will be notified. *If you are a district administrator or staff member,* on the Duplicate Parent Found page you can do one of the following:

- To keep this parent's record separate from the one found, click **Add Parent** on this page.
- If you want to change the children assigned to the existing parent or staff member, click **Edit Children**.
- To activate a record for a parent whose record was deleted (but not permanently), click **Activate**.
- If you do not want to save your changes for the parent, click **Cancel**.

Assigning Students to Parents

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

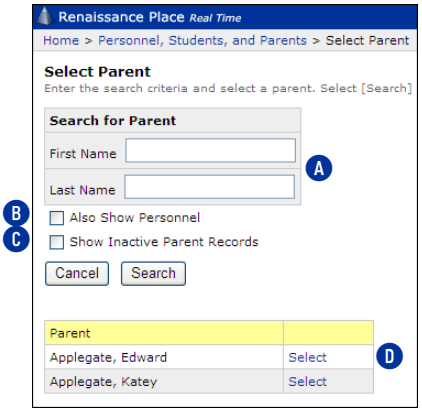
Follow these steps to assign children to or remove children from the parent's record:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Parent** on the Personnel, Students, and Parents page.
3. On the Select Parent page, enter the parent's first and/or last name (A).

   School administrators can check the **Also Show Personnel** (B) box to include personnel in the search results.

   Check **Show Inactive Parent Records** (C) to include those records in the search results.

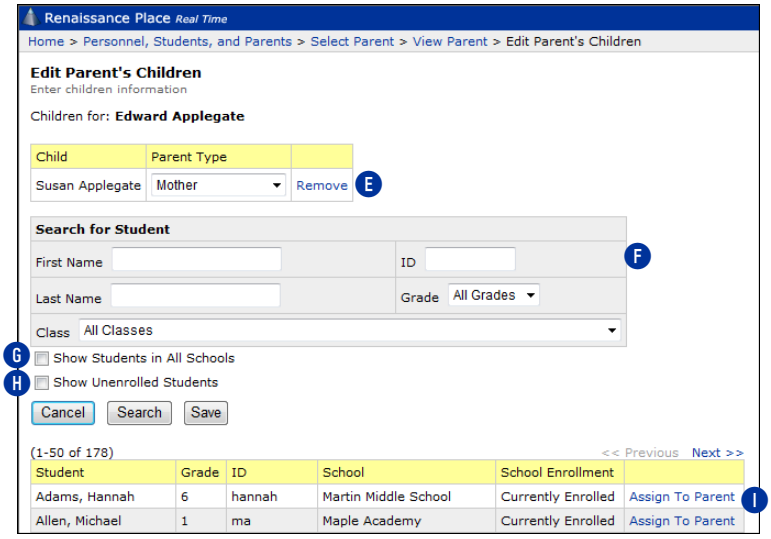
   Click **Search** to see the search results.



4. Click **Select** next to the parent whose children you want to select (D).
5. Click **Edit Children** on the View Parent page.

The Edit Children link is not available if the parent's record is inactive. *You need to reactivate the parent before you can edit his/her children.*

6. The Edit Parent's Children page lists the children who are already assigned to the parent. you want to remove a student from the parent's record, click **Remove** in the row for that student (E).



(F) In these fields, you can enter all or part of a student's first and last name and ID, and you can select the grade. School personnel and teachers can also select the class. You aren't required to enter all information. If you want to find all students, leave these fields blank.

(G) If you are a school administrator, check **Show Students in All Schools** if you want your search to include students who are not in your school.

(H) Check **Show Unenrolled Students** if you want to include students who do not have an assigned school in the search results. Unenrolled students may have no school assignments, or they may have been deleted, but not permanently.

(I) Click **Assign to Parent** to add a child you found to this parent's record. Be sure to choose the parent's relationship to the child at the top of the page.

If you want to assign another child to the parent, enter some or all of the child's information in the appropriate fields (F) and click **Search**. The child's name should appear in the search results; click **Assign to Parent** (I) in the row for that child. The child's name will appear in the list at the top of the page; be sure to use the drop-down list to choose the parent's relationship to the child.

7. Click **Save** to save your changes.

Unlocking Parent Accounts

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

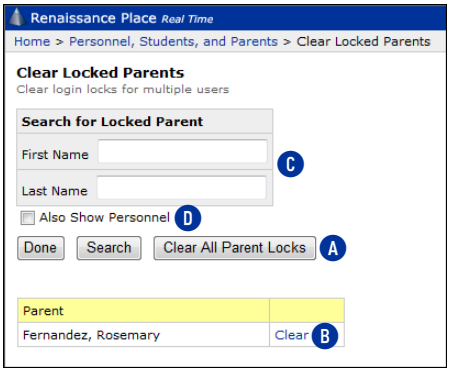
A parent's account can be locked if the parent enters the wrong password too many times in a row while trying to log in. This is a security feature—it prevents others from having too many chances to guess the parent's password and log in under the wrong name.

The program will automatically unlock all accounts at midnight every day; however, if you need to unlock a parent account before then, follow these steps:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Clear Locked Parents** on the Personnel, Students, and Parents page. The Clear Locked Parents page will list all parents whose accounts are locked.
3. To clear locks for all parents at once, click **Clear All Parent Locks** A.

   To clear locks for individuals, click **Clear** in the row for each parent B.

   To search for a specific parent, enter all or part of the first name and/or last name in the blank fields C. You can also check the **Also Show Personnel** box to include personnel in the search D. Then, click **Search**. If the list of results is long, it will be split into multiple pages. Click **Next >>** to see the next page of results or **<< Previous** to go back.
4. Click **Done** when you have finished clearing locks.



You can control the number of times the wrong password can be entered *before the program locks the account; to do this, use the Account Login preference (see page 191 for details).*

Deleting Parents

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to delete parents. You can choose whether you want to permanently delete the parents from the database or just inactivate the parent records.

If you delete a parent who also has a district or school personnel record, only the parent record will be deleted; the personnel record won't be affected.

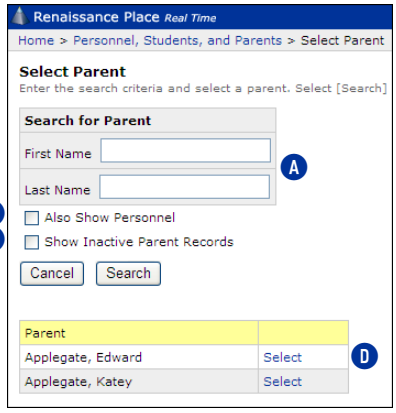
1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Parent** on the Personnel, Students, and Parents page.

3. On the Select Parent page, enter the parent's first and/or last name (A).

   If the **Also Show Personnel** (B) box is available, check it if you want to include personnel in the search results.

   Check **Show Inactive Parent Records** (C) to include those records in the search results.

   Click **Search** to see the search results.



4. Click **Select** next to the parent whose information you want to delete (D).
5. Click **Delete Parent** on the View Parent page.
6. If you want to delete the parent's record permanently, check the **Erase Permanently** box (E). If you don't check the box, the parent's record will become inactive, but it won't be permanently deleted.

Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Personnel, Students, and Parents > Select Parent > View Parent > Delete Parent
Manuals | Help | Log Out
Delete Parent
Are you sure you want to remove Edward Applegate from the software?
Leave the box unchecked to inactivate this parent record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this parent record from the database.
E
Erase Permanently
Yes
No

7. Click **Yes** to finish deleting or inactivating the parent record.
8. The program will tell you whether the parent has been inactivated or deleted. Click **Continue**.

The Delete Parent link is not available if the parent's record is inactive. *You need to reactivate the parent before you can edit his/her children.*

The program will not allow you to permanently delete parents with certain records attached to their name *(such as parents who have children assigned to them); those parents will be inactivated instead.*

Reactivating Parents

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

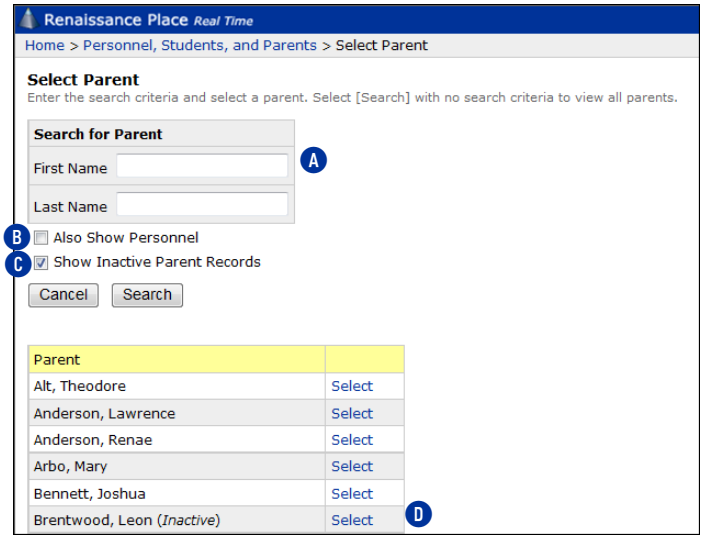
If a parent's record has been inactivated, it can be reactivated again as long as you didn't permanently delete the parent. Follow these steps:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Parent** on the Personnel, Students, and Parents page.
3. On the Select Parent page, enter the parent's first and/or last name (A).

   If the **Also Show Personnel** box is available, check it if you want to include personnel in your parent search (B).

   Be sure to check **Show Inactive Parent Records** (C) to include parents whose records have been inactivated.

   Click **Search** to see the search results.



4. Click **Select** next to the parent whose record you want to reactivate (D).
5. Click **Reactivate Parent Record** on the View Parent page.

MANAGING COURSES

Courses are created for each school in the district. The following sections describe how to view courses, add or import courses, edit course information, and delete courses.

Unlike classes, courses stay in your database from one school year to the next. They are the program of study that your classes are added to. For information on managing the classes that are a part of your courses, see “Managing Classes” on page 114.

Since classes are added to courses, you need to add courses for each school before you add classes.

Viewing Courses

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

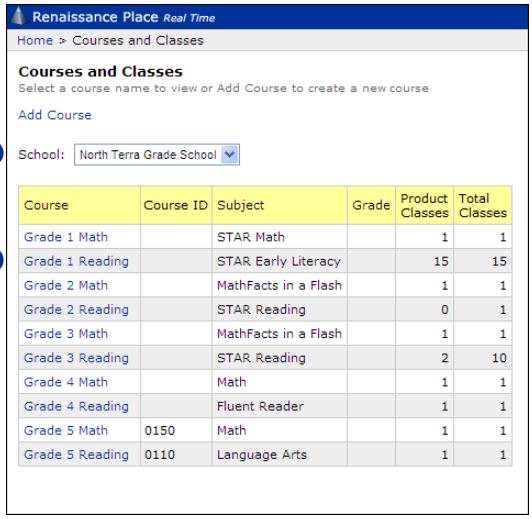
Learn more about capabilities on page 46.

If you are a school administrator or school staff member *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your role at the school you want to work with. This is the school that you can view courses for.*

The Product Classes column on the Courses and Classes page *(shown above) shows you how many of the total classes in the course have products assigned. Students can only use the products that have been assigned for their class (see page 116) or selected when you assigned teachers to the class (see page 24).*

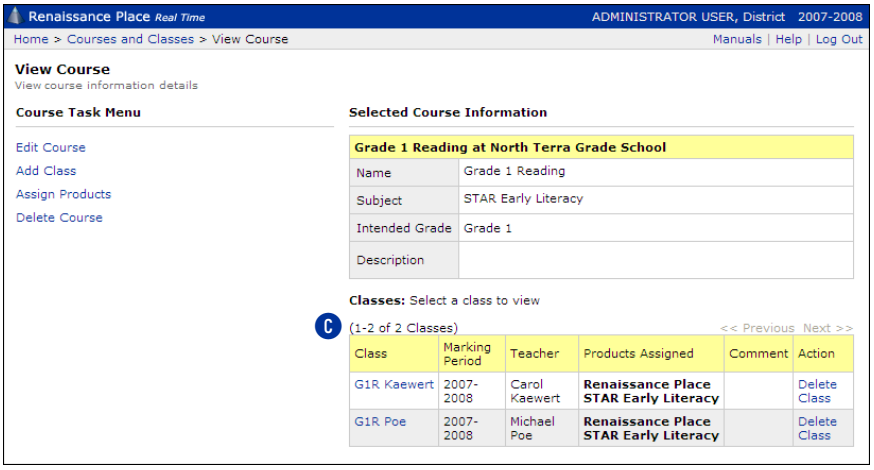
Follow these steps to view a course:

1. Click **Courses and Classes** under Renaissance Place on the Home page. The next page lists the courses and classes that have been added for the school.
2. If you see a **School** drop-down list (A), choose the school that has the courses you want to view. To select a particular course, click the course name (B).


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B

Course	Course ID	Subject	Grade	Product Classes	Total Classes
Grade 1 Math		STAR Math		1	1
Grade 1 Reading		STAR Early Literacy		15	15
Grade 2 Math		MathFacts in a Flash		1	1
Grade 2 Reading		STAR Reading		0	1
Grade 3 Math		MathFacts in a Flash		1	1
Grade 3 Reading		STAR Reading		2	10
Grade 4 Math		Math		1	1
Grade 4 Reading		Fluent Reader		1	1
Grade 5 Math	0150	Math		1	1
Grade 5 Reading	0110	Language Arts		1	1

3. The View Course page shows more information about the course, including a list of classes C that have been added to it.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Courses and Classes > View Course
Manuals | Help | Log Out
View Course
View course information details
Course Task Menu
Edit Course
Add Class
Assign Products
Delete Course
Selected Course Information
Grade 1 Reading at North Terra Grade School
Name Grade 1 Reading
Subject STAR Early Literacy
Intended Grade Grade 1
Description
Classes: Select a class to view
C
(1-2 of 2 Classes)
<< Previous Next >>
Class | Marking Period | Teacher | Products Assigned | Comment | Action
G1R Kaewert | 2007-2008 | Carol Kaewert | Renaissance Place STAR Early Literacy | | Delete Class
G1R Poe | 2007-2008 | Michael Poe | Renaissance Place STAR Early Literacy | | Delete Class

Adding More Courses

To add more courses to Renaissance Place, see page 21.

Importing Courses into the Database

If course information is included in a student or personnel record, the course information can be imported at the same time as the student or personnel record. However, courses can only be imported as you import classes. See “Managing Data Imports” on page 165.

Editing Courses

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

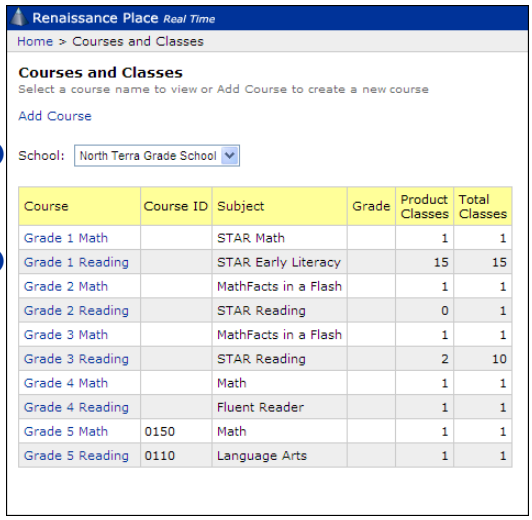
Learn more about capabilities on page 46.

Follow these steps to edit the information for a course:

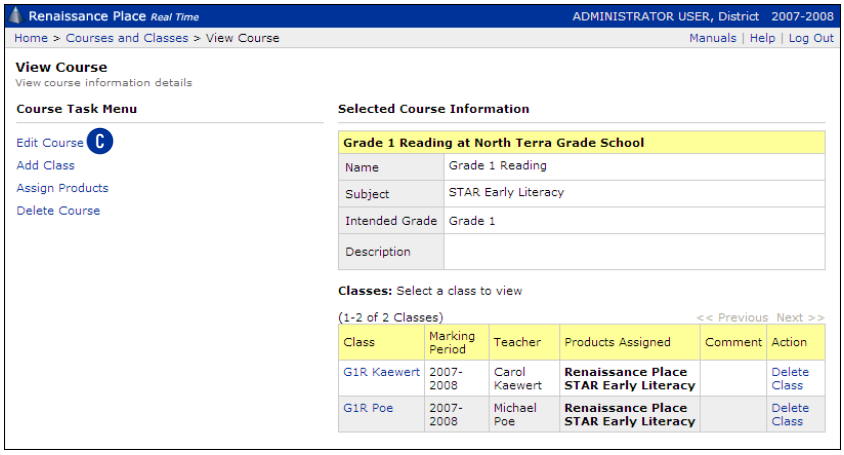
1. Click **Courses and Classes** under Renaissance Place on the Home page. The next page lists the courses and classes that have been added for the school.

If you are a school administrator or school staff member *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your role at the school you want to work with. This is the school that you can edit courses for.*

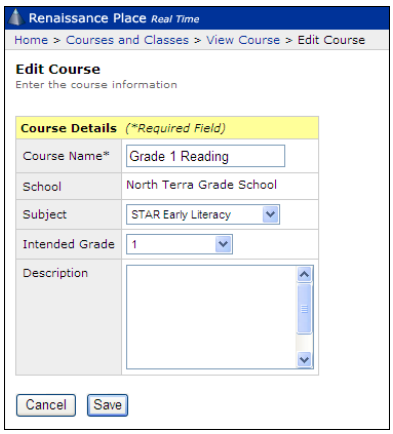
2. If you see a **School** drop-down list (A), choose the school that has the course you want to edit. Click the course name (B).


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B
Course | Course ID | Subject | Grade | Product Classes | Total Classes
Grade 1 Math | | STAR Math | | 1 | 1
Grade 1 Reading | | STAR Early Literacy | | 15 | 15
Grade 2 Math | | MathFacts in a Flash | | 1 | 1
Grade 2 Reading | | STAR Reading | | 0 | 1
Grade 3 Math | | MathFacts in a Flash | | 1 | 1
Grade 3 Reading | | STAR Reading | | 2 | 10
Grade 4 Math | | Math | | 1 | 1
Grade 4 Reading | | Fluent Reader | | 1 | 1
Grade 5 Math | 0150 | Math | | 1 | 1
Grade 5 Reading | 0110 | Language Arts | | 1 | 1

3. Click **Edit Course** (C) in the View Course page.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Courses and Classes > View Course
Manuals | Help | Log Out
View Course
View course information details
Course Task Menu
Edit Course
C
Add Class
Assign Products
Delete Course
Selected Course Information
Grade 1 Reading at North Terra Grade School
Name: Grade 1 Reading
Subject: STAR Early Literacy
Intended Grade: Grade 1
Description:
Classes: Select a class to view
(1-2 of 2 Classes)
<< Previous Next >>
Class | Marking Period | Teacher | Products Assigned | Comment | Action
G1R Kaewert | 2007-2008 | Carol Kaewert | Renaissance Place STAR Early Literacy | | Delete Class
G1R Poe | 2007-2008 | Michael Poe | Renaissance Place STAR Early Literacy | | Delete Class

4. On the Edit Course page, you can change the course information except for the school where the course is held. (In the **Intended Grade** drop-down list, **EE** means Early Education.)
5. Click **Save** to save your changes.



Deleting Courses

Who Can Do This?

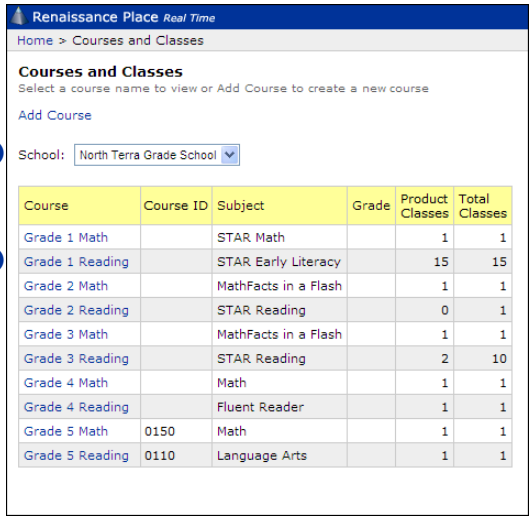
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

If you are a school administrator or school staff member *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your role at the school you want to work with. This is the school that you can delete courses for.*

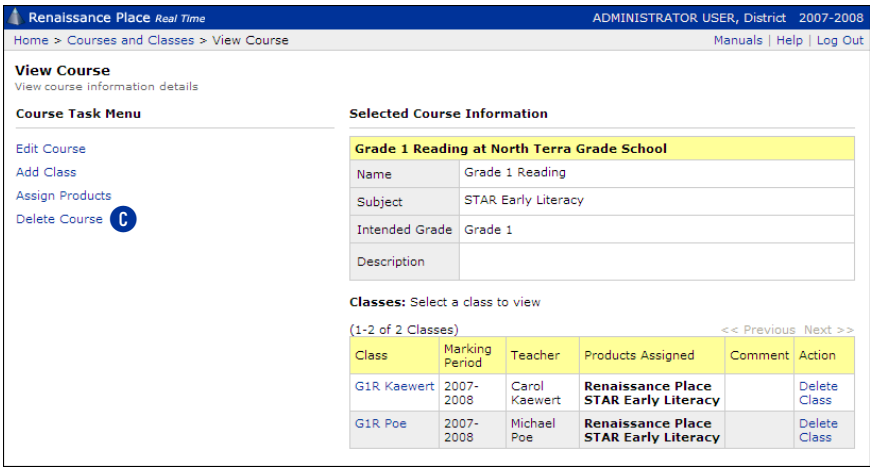
By following these steps, you can delete courses. When you do this, you can choose whether to permanently delete the course or just inactivate it. If a course has classes, you can't delete the course permanently; the course will be inactivated instead.

1. Click **Courses and Classes** under Renaissance Place on the Home page. The next page lists the courses and classes that have been added for the school.
2. If you see a **School** drop-down list (A), choose the school that has the course you want to delete. Click the course name (B).

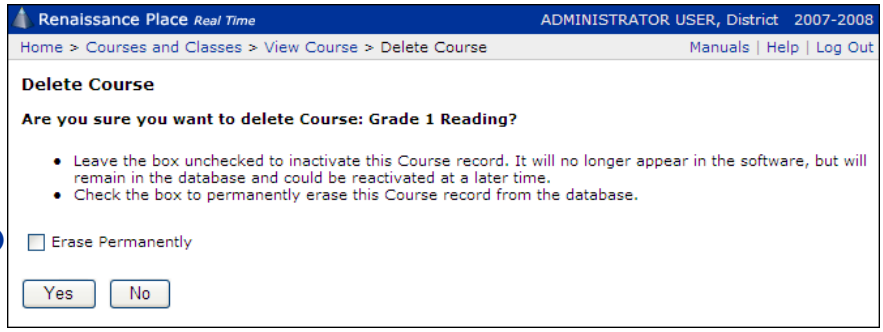

Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B

Course	Course ID	Subject	Grade	Product Classes	Total Classes
Grade 1 Math		STAR Math		1	1
Grade 1 Reading		STAR Early Literacy		15	15
Grade 2 Math		MathFacts in a Flash		1	1
Grade 2 Reading		STAR Reading		0	1
Grade 3 Math		MathFacts in a Flash		1	1
Grade 3 Reading		STAR Reading		2	10
Grade 4 Math		Math		1	1
Grade 4 Reading		Fluent Reader		1	1
Grade 5 Math	0150	Math		1	1
Grade 5 Reading	0110	Language Arts		1	1

3. Click **Delete Course** (C) on the View Course page.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Courses and Classes > View Course
Manuals | Help | Log Out
View Course
View course information details
Course Task Menu
Edit Course
Add Class
Assign Products
Delete Course
C
Selected Course Information
Grade 1 Reading at North Terra Grade School
Name Grade 1 Reading
Subject STAR Early Literacy
Intended Grade Grade 1
Description
Classes: Select a class to view
(1-2 of 2 Classes)
<< Previous Next >>
Class | Marking Period | Teacher | Products Assigned | Comment | Action
G1R Kaewert | 2007-2008 | Carol Kaewert | Renaissance Place STAR Early Literacy | | Delete Class
G1R Poe | 2007-2008 | Michael Poe | Renaissance Place STAR Early Literacy | | Delete Class

4. If you want to delete the course permanently, check the **Erase Permanently** box (D). If you don't check the box, the course will be inactivated, but it won't be permanently deleted.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Courses and Classes > View Course > Delete Course
Manuals | Help | Log Out
Delete Course
Are you sure you want to delete Course: Grade 1 Reading?
Leave the box unchecked to inactivate this Course record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this Course record from the database.
D
Erase Permanently
Yes
No

5. Click **Yes** to finish deleting or inactivating the course.
6. The program will tell you whether the course has been inactivated or deleted. Click **Continue**.

You can restore inactivated courses. *See page 113.*

Reactivating Courses

By following these steps, you can restore a course that has been inactivated. (You can't restore a course that has been permanently deleted.)

1. Add a course with exactly the same name as the one you inactivated (see page 21). When you attempt to save the new course, the Duplicate Course Found page will open because the new course name matches the inactive course's name.
2. Click **Activate** on the Duplicate Course Found page.
3. You will be asked if you want to activate just the course or the course plus all its associated records. Click **Only** to activate only the course, or click **All Records** to activate the course and all of its records.
4. Click **Continue** when the program confirms that the course has been activated.

MANAGING CLASSES

Unlike courses, classes are linked to specific school years, so you must add them every year or copy them from one year to the next.

The following procedures describe how to view class information, add classes, import classes, edit class information, change the enrollment for a class, change the teachers and products assigned to a class, delete classes, or copy the class setup from previous school years.

Viewing Classes

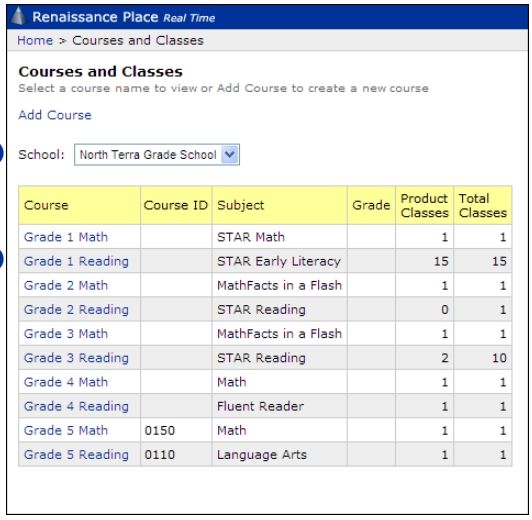
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to view class information:

1. Check the school year shown behind your name in the upper-right corner of any page in the program. If you are not working in the correct school year, see the instructions on page 43 to choose the school year during which the class takes place.
2. Click **Courses and Classes** under Renaissance Place on the Home page.
3. If you see a **School** drop-down list on the Courses and Classes page (A), choose the school you want to work with.

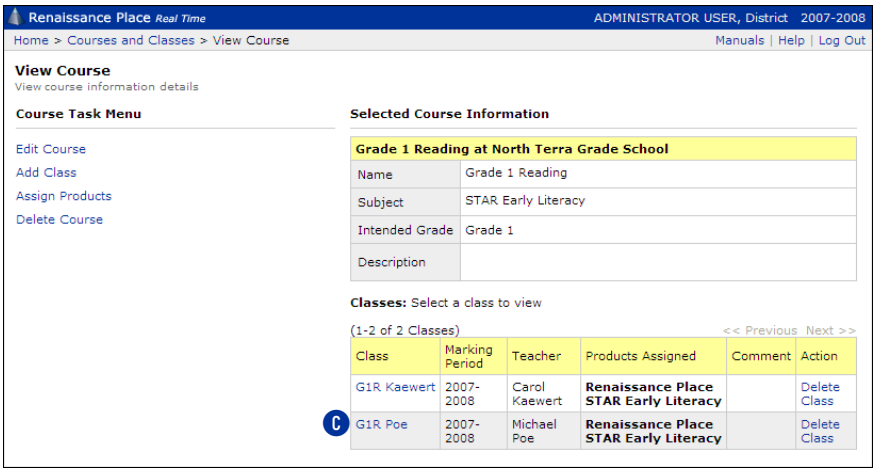

Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B

Course	Course ID	Subject	Grade	Product Classes	Total Classes
Grade 1 Math		STAR Math		1	1
Grade 1 Reading		STAR Early Literacy		15	15
Grade 2 Math		MathFacts in a Flash		1	1
Grade 2 Reading		STAR Reading		0	1
Grade 3 Math		MathFacts in a Flash		1	1
Grade 3 Reading		STAR Reading		2	10
Grade 4 Math		Math		1	1
Grade 4 Reading		Fluent Reader		1	1
Grade 5 Math	0150	Math		1	1
Grade 5 Reading	0110	Language Arts		1	1

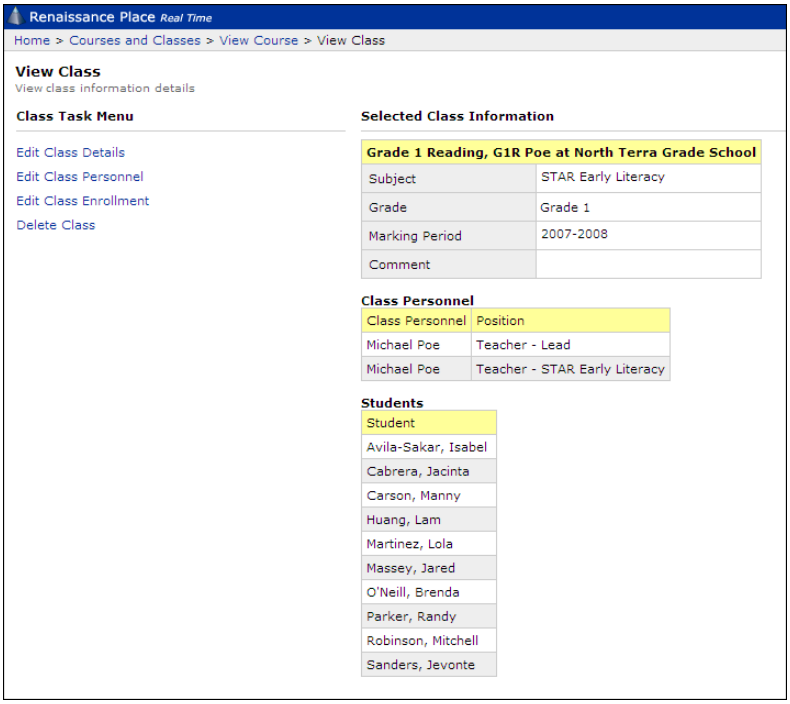
4. Click the name of the course you want to work with (B).

If you are a school administrator or school staff member and you have access to more than one school, *use the* ***User Type*** *drop-down list on your Home page and choose your School User role at the school you want to work with. This is the school that you can view classes for.*

5. On the View Course page, click the name of the class (C) you want to view.



The View Class page shows you the class subject, grade, marking period, comment, assigned teachers, and enrolled students. The teachers are listed once for each Renaissance Place product that they're assigned to for this class.



Adding More Classes

To add more classes to Renaissance Place, see page 22.

Importing Classes into the Database

If class information is included in a student or personnel record, the class information can be imported at the same time as the student or personnel record. See “Managing Data Imports” on page 165.

Assigning Products to Classes

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

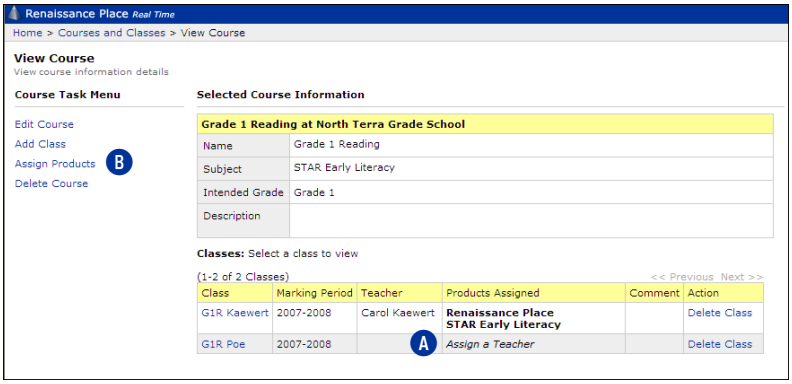
Learn more about capabilities on page 46.

The Courses and Classes page shows you how many of the classes in each course have products assigned. *See the Product Classes column on that page.*

On the Assign Products page, you can assign Renaissance Place products to multiple classes. Classes must have at least one personnel member assigned to the class. Classes can only use products that have been assigned to them or for which you have chosen a Lead teacher.

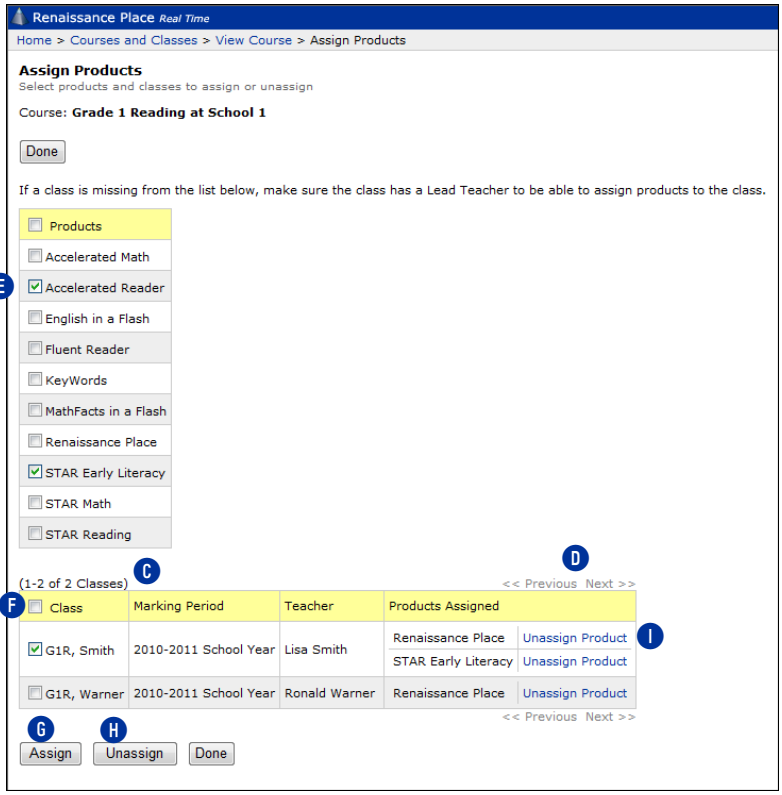
1. Click **Courses and Classes** under Renaissance Place on the Home page.
2. Choose the correct school from the drop-down list, if necessary; then click the name of the course you want to view. Classes for that course and any products assigned to those classes will be listed in a table below the selected course information.

   Classes without assigned personnel will have an “Assign a Teacher” message in the Products Assigned column (A).
3. On the left side of the page, click **Assign Products** (B).



4. On the Assign Products page, there is a list of products that can be assigned to the classes for the chosen course, followed by a list of those classes ((C) on the next page). If the list of classes is long, it may be broken across multiple pages: click **<< Previous** and **Next >>** to move back and forth through the list (D).
5. Check the box next to each product that you want to assign to a class (E).

6. Check the box next to each class you want the product(s) assigned to, or check the **Class** box at the top of the list (F) to choose all the classes at once.



7. Click **Assign** (G). All the products that you selected will be assigned to all the classes you selected.
8. You can also remove products from multiple classes by making your selections as described in steps 5–6 and then clicking **Unassign** (H).
9. Products can also be unassigned from a class one at a time by clicking **Unassign Product** at the end of the row (I). Only that product will be removed.
10. Click **Done** when you are finished assigning and/or unassigning products. You will be taken back to the View Course page.

Copying Classes from a Previous School Year

Who Can Do This?

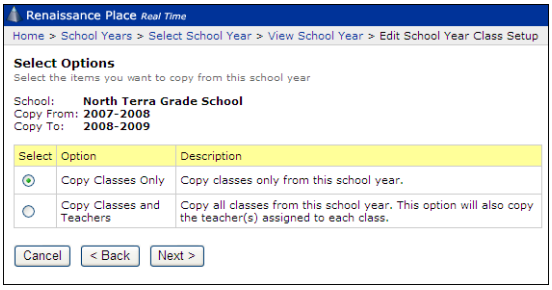
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

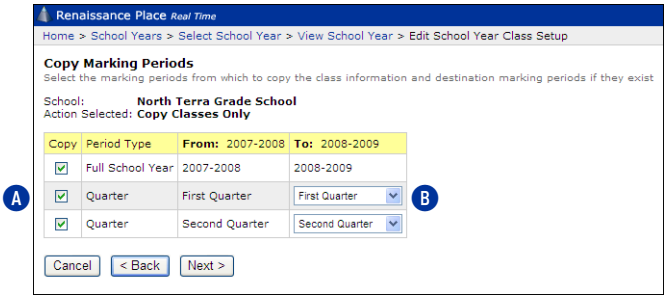
You can copy the class setup from a previous school year, but you can do so only if **no** classes have been added in the new school year. (Since courses stay in the database from year to year until you delete them, your courses will already be in the new school year.) When you copy the class setup from a previous school year, you can also choose which marking periods you want to copy the classes into (if you have added marking periods to the new school year), and you can choose to copy the assigned teachers as well.

Follow these steps to copy the class setup from a previous school year:

1. Click **School Years** under Renaissance Place on the Home page.
2. Click **View School Year**.
3. Click the school year that you want to copy the classes *into.*
4. Click **Copy/Edit Classes from a Previous Year** in the View School Year page.
5. If you see a **School** drop-down list on the Select a School Year page, choose the school you want to work with.
6. Click the school year you want to copy the classes *from.*
7. Click the button next to one of the options on the Select Options page; then, click **Next >**. You can copy the classes only or the classes plus the assigned teachers. (If the classes in this school year have the same teachers as the previous school year, the latter option will save you the trouble of having to re-assign the teachers to the classes.)


Renaissance Place Real Time
Home > School Years > Select School Year > View School Year > Edit School Year Class Setup
Select Options
Select the items you want to copy from this school year
School: North Terra Grade School
Copy From: 2007-2008
Copy To: 2008-2009
Select
Option
Description
Copy Classes Only
Copy classes only from this school year.
Copy Classes and Teachers
Copy all classes from this school year. This option will also copy the teacher(s) assigned to each class.
Cancel
< Back
Next >

8. Check the box (A) in front of every marking period that you want to copy classes *from.* If there are marking periods of the same type in the new school year, use the drop-down list to choose the marking period that you want to copy those classes *to* (B).



If you are a school administrator or school staff member *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your School User role at the school you want to work with before following these steps.*

9. Click **Next >** to continue.
10. Review the information you are copying on the next page. Click **Execute** to continue if the information is correct. If it's not correct, click **< Back** until you return to the page where you can make the appropriate changes.
11. The next page will show you if the classes were copied successfully. After reading this information, click **Done**.

Editing Classes

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

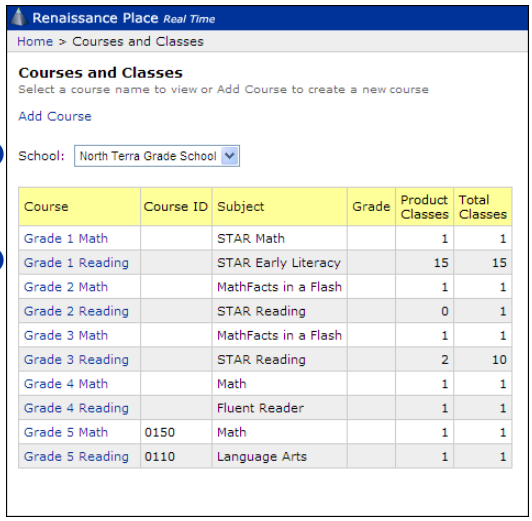
Learn more about capabilities on page 46.

By following these steps, you can edit class information.

Before you do this, check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes may be different for each school year. If you are not working in the school year during which the class takes place, see the instructions on page 43 to change to that school year.

Follow these steps to edit class information.

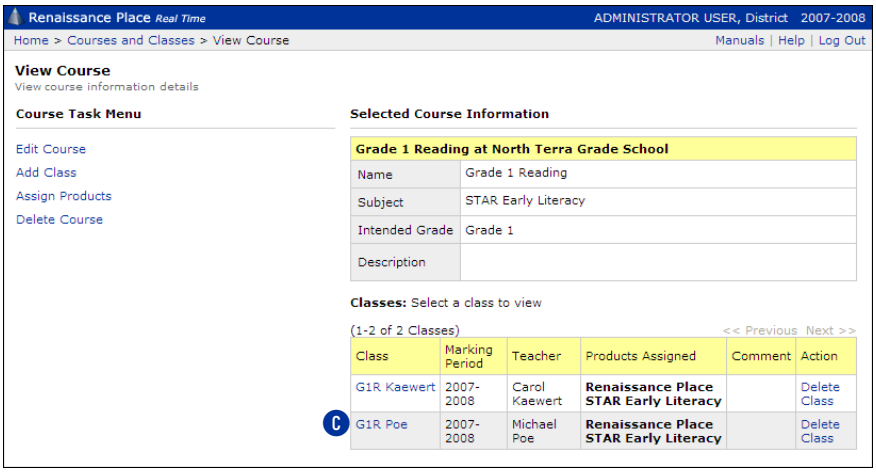
1. Click **Courses and Classes** under Renaissance Place on the Home page.
2. If you see a **School** drop-down list on the Courses and Classes page (A), choose the school you want to work with.


Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B

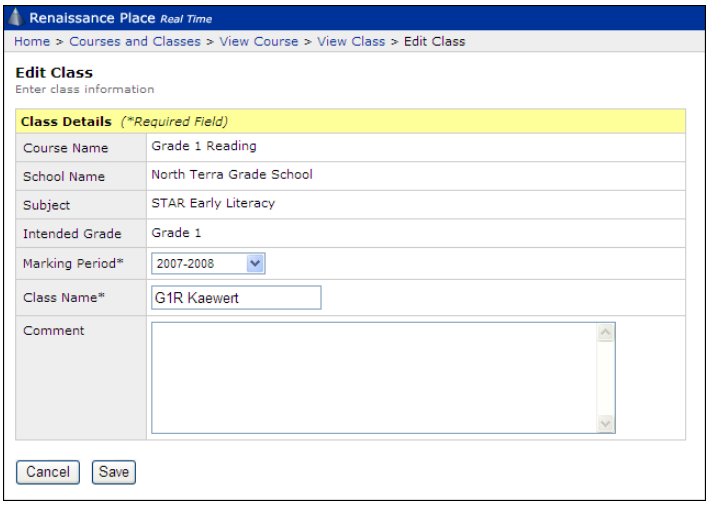
Course	Course ID	Subject	Grade	Product Classes	Total Classes
Grade 1 Math		STAR Math		1	1
Grade 1 Reading		STAR Early Literacy		15	15
Grade 2 Math		MathFacts in a Flash		1	1
Grade 2 Reading		STAR Reading		0	1
Grade 3 Math		MathFacts in a Flash		1	1
Grade 3 Reading		STAR Reading		2	10
Grade 4 Math		Math		1	1
Grade 4 Reading		Fluent Reader		1	1
Grade 5 Math	0150	Math		1	1
Grade 5 Reading	0110	Language Arts		1	1

3. Click the name of the course that has the classes (B).

4. On the View Course page, click the name of the class (C) you want to edit.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Courses and Classes > View Course
Manuals | Help | Log Out
View Course
View course information details
Course Task Menu
Edit Course
Add Class
Assign Products
Delete Course
Selected Course Information
Grade 1 Reading at North Terra Grade School
Name Grade 1 Reading
Subject STAR Early Literacy
Intended Grade Grade 1
Description
Classes: Select a class to view
(1-2 of 2 Classes)
<< Previous Next >>
Class Marking Period Teacher Products Assigned Comment Action
G1R Kaewert 2007-2008 Carol Kaewert Renaissance Place STAR Early Literacy Delete Class
C
G1R Poe 2007-2008 Michael Poe Renaissance Place STAR Early Literacy Delete Class

5. Click **Edit Class Details** on the View Class page.
6. Make changes to the class as needed.


Renaissance Place Real Time
Home > Courses and Classes > View Course > View Class > Edit Class
Edit Class
Enter class information
Class Details (*Required Field)
Course Name Grade 1 Reading
School Name North Terra Grade School
Subject STAR Early Literacy
Intended Grade Grade 1
Marking Period* 2007-2008
Class Name* G1R Kaewert
Comment
Cancel
Save

If you change the class name and the new name matches the name of a class that was inactivated, *the Duplicate Class Found page will open. To activate the inactive class, click* ***Activate****. If you do not want to change this class name or activate the previous class, click* ***Cancel****.*

7. Click **Save**. You will return to the View Class page, where you can change the assigned teacher (see page 24) or the enrolled students (see page 27).

Deleting Classes

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

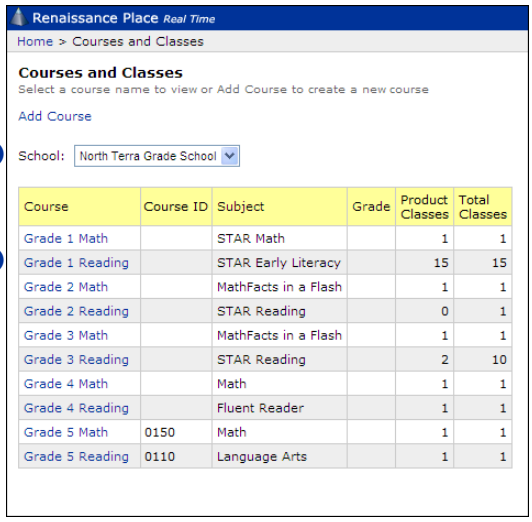
Learn more about capabilities on page 46.

By following these steps, you can delete classes.

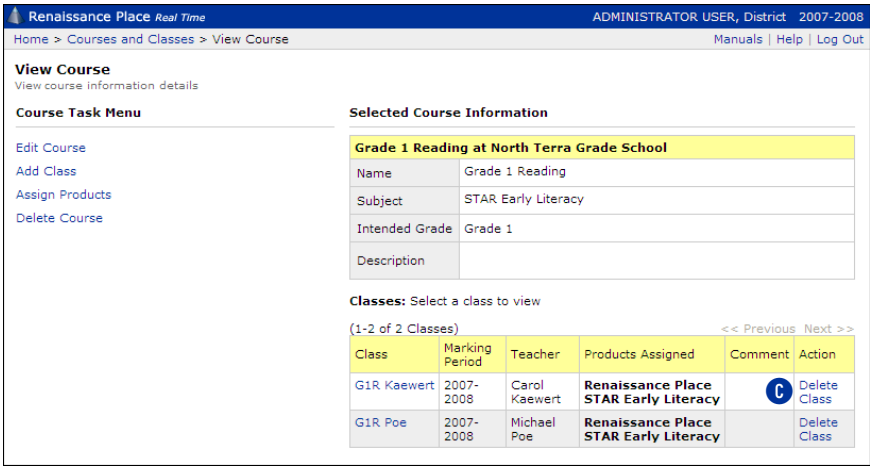
Before you do this, check the school year you're working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes may be different for each school year. If you aren't working in the correct school year, see page 43 for instructions on how to change years.

Follow these steps to inactivate or permanently delete a class:

1. Click **Courses and Classes** under Renaissance Place on the Home page.
2. If you see a **School** drop-down list on the Courses and Classes page (A), choose the school you want to work with.

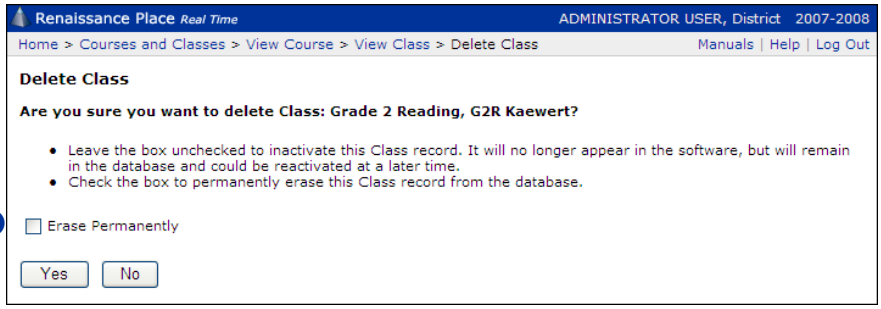

Renaissance Place Real Time
Home > Courses and Classes
Courses and Classes
Select a course name to view or Add Course to create a new course
Add Course
A
School: North Terra Grade School
B
Course | Course ID | Subject | Grade | Product Classes | Total Classes
Grade 1 Math | | STAR Math | | 1 | 1
Grade 1 Reading | | STAR Early Literacy | | 15 | 15
Grade 2 Math | | MathFacts in a Flash | | 1 | 1
Grade 2 Reading | | STAR Reading | | 0 | 1
Grade 3 Math | | MathFacts in a Flash | | 1 | 1
Grade 3 Reading | | STAR Reading | | 2 | 10
Grade 4 Math | | Math | | 1 | 1
Grade 4 Reading | | Fluent Reader | | 1 | 1
Grade 5 Math | 0150 | Math | | 1 | 1
Grade 5 Reading | 0110 | Language Arts | | 1 | 1

3. Click the name of the course that has the classes (B).
4. Click **Delete Class** (C) in the row for the class you want to delete.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Courses and Classes > View Course
Manuals | Help | Log Out
View Course
View course information details
Course Task Menu
Edit Course
Add Class
Assign Products
Delete Course
Selected Course Information
Grade 1 Reading at North Terra Grade School
Name: Grade 1 Reading
Subject: STAR Early Literacy
Intended Grade: Grade 1
Description:
Classes: Select a class to view
(1-2 of 2 Classes)
<< Previous Next >>
Class | Marking Period | Teacher | Products Assigned | Comment | Action
G1R Kaewert | 2007-2008 | Carol Kaewert | Renaissance Place STAR Early Literacy | C | Delete Class
G1R Poe | 2007-2008 | Michael Poe | Renaissance Place STAR Early Literacy | | Delete Class

If you are a school administrator or school staff member *and you have access to more than one school, use the* ***User Type*** *drop-down list on your Home page and choose your School User role at the school you want to work with. This is the school that you can delete classes for.*

5. If you want to delete the class permanently, check the **Erase Permanently** box (D). If you do not check the box, the class will be inactivated, but it will not be permanently deleted. (The program will not allow you to permanently delete classes that have assigned teachers or enrolled students.)


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Courses and Classes > View Course > View Class > Delete Class
Manuals | Help | Log Out
Delete Class
Are you sure you want to delete Class: Grade 2 Reading, G2R Kaewert?
Leave the box unchecked to inactivate this Class record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this Class record from the database.
D
Erase Permanently
Yes
No

6. Click **Yes** to finish deleting or inactivating the course.
7. The program will tell you whether the class has been inactivated or deleted. Click **Continue**.

You can restore inactivated classes. *See "Reactivating Classes" below.*

Reactivating Classes

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

To restore a class that has been inactivated, follow these steps:

1. Add a class to this course with exactly the same name as the one that was inactivated. When you try to save the new class, the Duplicate Class Found page will open because the new class name matches the name of the inactive class.
2. Click **Activate** to restore the old class.
3. You will be asked if you want to activate just the class or the class and all its associated records. Click **Only** to activate only the class, or click **All Records** to activate the class and all of its records.
4. The program will tell you if the class has been successfully activated. Click **Continue**.

CONSOLIDATING DATA

Consolidation is only necessary *for Renaissance Place Consolidated Reports, not product-specific reports such as Accelerated Reader's Diagnostic Report, STAR Reading's Test Record Report, etc.*

Data must be consolidated to ensure your Consolidated reports include the most up-to-date information. The procedures in this section tell you how to consolidate data on demand or set up a consolidation schedule. This section also tells you how to view information about past consolidations.

You should only consolidate data when your Renaissance Place server is not being used because the consolidation process can take some time, and you cannot print reports while data consolidation is running.

Note: Data consolidation cannot take place until a reporting period is added; see "Adding Reporting Periods for Consolidated Reports" on page 18.

Consolidating Data on Demand

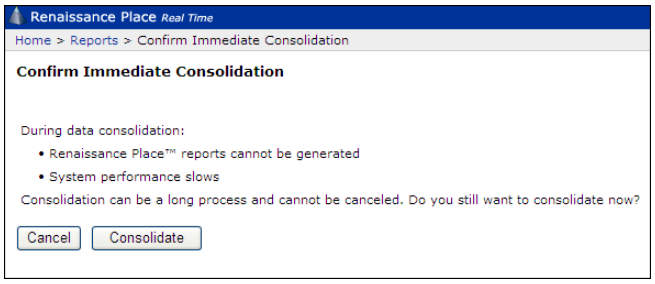
Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

By following these steps, district administrators can consolidate the data from the Renaissance Place products that are registered on the server. Your data consolidation status appears on the Renaissance Place RT Home page.

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **Consolidate Now** on the left side of the Consolidated Reports page.
3. Click **Consolidate** to confirm consolidation.


Renaissance Place Real Time
Home > Reports > Confirm Immediate Consolidation
Confirm Immediate Consolidation
During data consolidation:
• Renaissance Place™ reports cannot be generated
• System performance slows
Consolidation can be a long process and cannot be canceled. Do you still want to consolidate now?
Cancel
Consolidate

4. The consolidation may take some time to complete. A message appears stating that data consolidation is in progress. The Consolidated Reports page and the Home page will tell you that consolidation is in progress until the process is complete.

If you prefer, you can set up a consolidation schedule *so that data is automatically consolidated on the date(s) and at the time you choose. See "Setting Up a Consolidation Schedule" on page 124.*

Setting Up a Consolidation Schedule

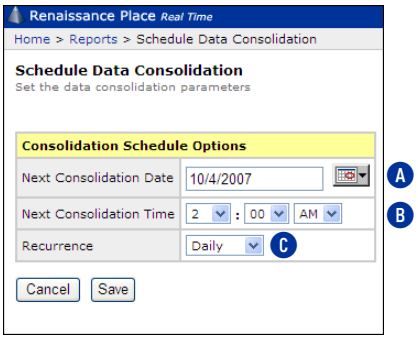
Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

By following these steps, district administrators can set up a consolidation schedule so that the software will automatically consolidate data on the date(s) and time you choose. Consolidation gathers data from all Renaissance Place products that are registered on the server. This data is then used for the Renaissance Place reports until the next consolidation.

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **Schedule Consolidation** on the left side of the Consolidated Reports page.
3. Enter the date when you want the next consolidation to occur (A), or click the calendar button and click a date in the calendar that opens up.



4. Use the drop-down lists to choose the time of day for the next consolidation (B).
5. Use the **Recurrence** drop-down list to choose whether consolidation should be repeated **Daily, Weekly, Monthly,** or **None** (C).
6. Click **Save**.

Viewing the Consolidation Log

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Follow these steps to view a log of previous data consolidations.

Consolidation gathers data from all Renaissance Place products that are on the server and registered by the district or at least one school. This data is used on Consolidated reports (see page 135) until the next consolidation.

The log can show you when the consolidation was done, which products were consolidated, and whether the software encountered any errors.

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **View Logs** on the left side of the Consolidated Reports page.

3. The View Log page will list each consolidation. The page includes these symbols:

Symbol	Status	Action
(Green)	Normal consolidation in progress	None required.
(Yellow)	Consolidation problem—consolidation continues	Click **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support if necessary.
(Red)	Consolidation failure—consolidation continues	Click **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support.
(Blue)	Normal consolidation is complete	None required.
(Yellow)	Consolidation is complete, but with possible problems	Click **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support if necessary.
(Red)	Consolidation failure	Click **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support.

To see more information about a specific consolidation, click **View Summary** in the row for that consolidation.

The page titled Select Consolidation Details for a Specific Product shows you the status of consolidation for each product. If you would like more information for a product, click **View Details** to go to the View Product Details page.

If you can't determine the cause of a data consolidation problem in Renaissance Place, contact Renaissance Learning's Technical Support by email at support@renlearn.com.

Reconsolidation

Who Can Do This?

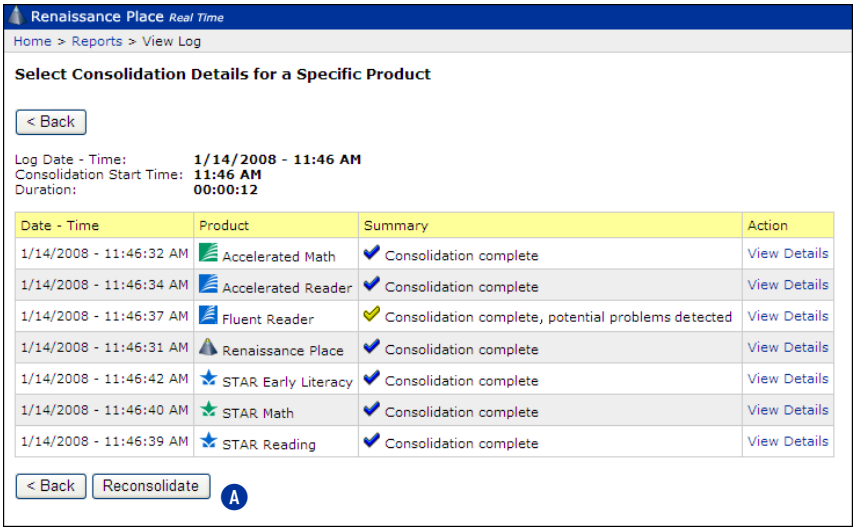
- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

If the most recent scheduled consolidation (or on-demand consolidation) fails for one or more applications, you can try to reconsolidate the data.

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **View Logs** on the left side of the Consolidated Reports page.
3. Click **View Summary** at the end of the row for a product where consolidation has failed.

4. On the Select Consolidation Details for a Specific Product page, click **Reconsolidate** at the bottom of the page (A).


Renaissance Place Real Time
Home > Reports > View Log
Select Consolidation Details for a Specific Product
< Back
Log Date - Time: 1/14/2008 - 11:46 AM
Consolidation Start Time: 11:46 AM
Duration: 00:00:12
Date - Time | Product | Summary | Action
1/14/2008 - 11:46:32 AM | Accelerated Math | Consolidation complete | View Details
1/14/2008 - 11:46:34 AM | Accelerated Reader | Consolidation complete | View Details
1/14/2008 - 11:46:37 AM | Fluent Reader | Consolidation complete, potential problems detected | View Details
1/14/2008 - 11:46:31 AM | Renaissance Place | Consolidation complete | View Details
1/14/2008 - 11:46:42 AM | STAR Early Literacy | Consolidation complete | View Details
1/14/2008 - 11:46:40 AM | STAR Math | Consolidation complete | View Details
1/14/2008 - 11:46:39 AM | STAR Reading | Consolidation complete | View Details
< Back
Reconsolidate
A

5. A consolidation will begin to run on the products where it has failed previously. Keep the following in mind:
   - While the data is reconsolidating, you should not attempt to begin another consolidation.
   - You will not be able to view or print any Renaissance Place reports until the reconsolidation is complete (just as with a regular consolidation).
   - If the start time of a scheduled consolidation time comes up during an active reconsolidation, the scheduled consolidation will be delayed until after the reconsolidation is done.

MANAGING CONSOLIDATED REPORTS

About Consolidated Renaissance Place Reports

Renaissance Place RT software allows you to print reports that include data from more than one Renaissance Place product. District and school administrators and teachers have access to all Consolidated reports.

The reports are not available until the following has happened:

- You have added reporting periods as described in the next section.
- Consolidation has taken place, either on demand or according to the schedule you set. (See “Consolidating Data” on page 123.)

For a description of Renaissance Place reports, see “Report Descriptions” on page 131. To print the reports, see page 135.

Adding More Reporting Periods

To add additional reporting periods, see “Adding Reporting Periods for Consolidated Reports” on page 18.

Editing Reporting Periods

Who Can Do This?

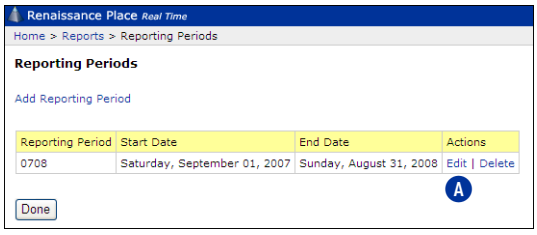
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 46.

Changes to reporting periods *will not be available for Consolidated reports until after the next consolidation.*

Reporting periods are used for Consolidated reports. You select the reporting periods to include when you print one of these reports. Each reporting period is available to every teacher, staff member, and administrator that uses the Renaissance Place RT software on this server. Follow these steps when you want to change a reporting period:

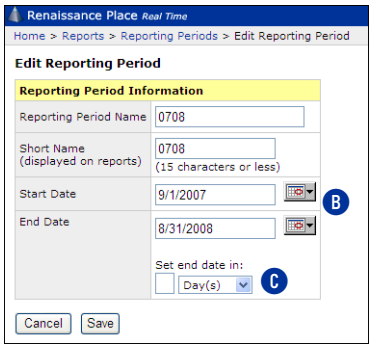
1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **View Reporting Periods** on the left side of the Consolidated Reports page.
3. On the Reporting Periods page, click **Edit** (A) in the row for the reporting period you want to change.



4. On the Edit Reporting Period page, make your changes to the reporting period.

   Ⓑ To change the dates, you can either type a new date in the blank fields or click the calendar buttons next to each field and click a new date in the calendar that opens up.

   Ⓒ You can also calculate a new end date based on a number entered and the selection of days, weeks, or months. Type the number of days, weeks, or months after the start date that the reporting period should end; then use the drop-down list to designate whether the number refers to **Day(s), Week(s),** or **Month(s)**.



5. Click **Save** to save your changes.

   Your changed reporting periods will be available for reports the next time data is consolidated. (To find out when this will happen, click **Home**, and under Renaissance Place, check the Data Consolidation Status.)

Deleting Reporting Periods

Who Can Do This?

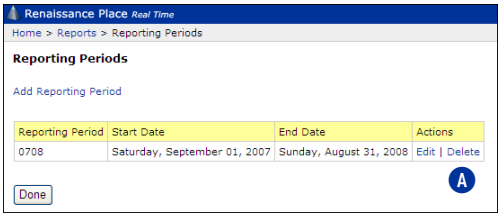
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

Learn more about capabilities on page 46.

Follow these steps to delete reporting periods so that they can no longer be used for Consolidated reports.

Deleting reporting periods that you are not using (such as those from previous school years) can help reduce consolidation time because data is consolidated for each reporting period that you have added.

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **View Reporting Periods** on the Consolidated Reports page.
3. Click **Delete** in the row for each reporting period you want to delete Ⓐ.



4. Click **OK** to confirm that you want to delete the reporting period.
5. Click **Done** to close the page. The reporting periods that you deleted will be unavailable after the next data consolidation. (To find out when this will happen, click **Home**, and under Renaissance Place, check the Data Consolidation Status.)

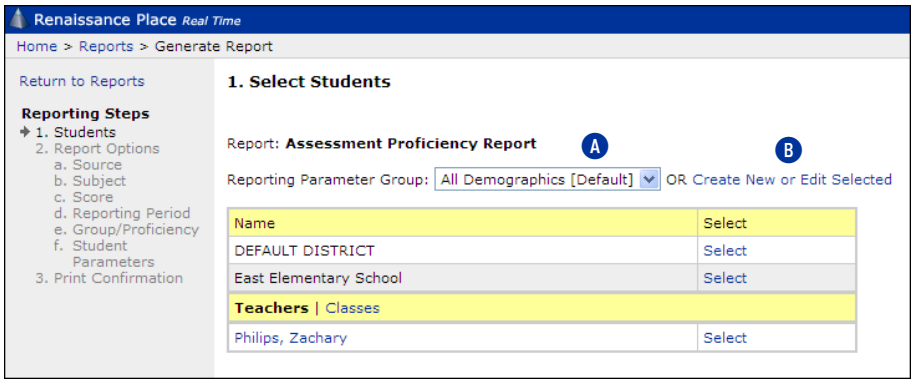
***Deleted reporting periods** will still be available for Consolidated reports until after the next consolidation.*

Reporting Parameter Groups

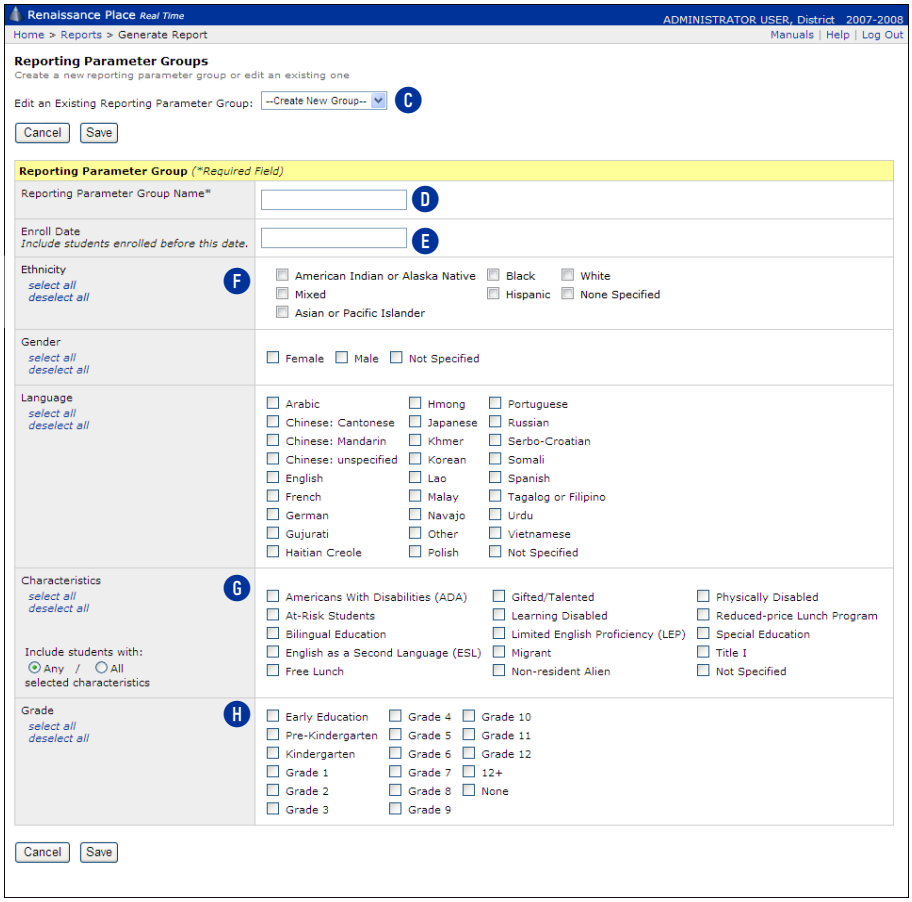
When you print Consolidated reports, you can choose or create reporting parameter groups as you select students.

Reporting parameter groups allow you to focus reports on students who were enrolled in the school before a certain date and students with specific ethnicities, genders, languages, characteristics, and/or grades.

On the Select Students page, you can choose to use a reporting parameter group by clicking the **Reporting Parameter Group** drop-down list (A), or you can create a new one by clicking **Create New or Edit Selected** (B).



On the Reporting Parameter groups page, you choose the criteria for the group of students you want to include in the report as described below. Then, click **Save** to save the new group.



C To change or delete a reporting parameter group that already exists, choose it from the **Edit an Existing Reporting Parameter Group** drop-down list. (The **Delete** button will appear after you choose a group.)

D Enter a name for the group in the appropriate blank field.

E Enter an **Enroll Date** if you want to limit the report to students who were enrolled in the school before that date.

F To select ethnicities, genders, or languages to include in the reports, check the box next to each group that you want to include. This information can be specified for each student as you add the student to the database (see page 20).

G To select the students to include based on their characteristics, check the box next to each one that you want to include. Then, click one of the options to the left to decide if you want to include students with *any* of the checked characteristics or those with *all* of the checked characteristics. (This is only helpful if you have assigned characteristics to students; see page 80.)

H To select students in specific grades, check the box next to each grade you want to include. You can assign each student's grade as you add the student to the database.

Blocking Reports Based on Characteristics or Ethnicity

Teachers and administrators can create a reporting parameter group based on characteristics or ethnicities and use that group to decide which students will be included on their Renaissance Place reports.

If you prefer not to allow personnel to include students based on these criteria, you can remove these two capabilities: Filter Reports by Characteristics and Filter Reports by Ethnicity. Personnel who don't have these capabilities can't select characteristics or ethnicities when they create reporting parameter groups. Also, when they print reports, characteristics and ethnicities will be omitted.

- To change capabilities for future users who haven't yet been added to the database, see page 49.
- To change capabilities for existing users who are already in the database, see page 50.
- To change capabilities for individual users, see page 60.

Including External Sources of Data in Consolidated Reports

If Renaissance Learning has imported external sources of data (such as data from standardized tests) for you, that data can be included in Consolidated reports.

External sources can be included in the Customizable Progress Report, the Customizable Ranking Report, and the Customizable Status Report.

Report Descriptions

Reports show you scores from Renaissance Place products for your entire district or school, or for a specific teacher, class, or student. The table below describes each Consolidated report.

Report Name	Options Available When You Print the Report	Description
Assessment Proficiency Report	• Select the district, a school, teacher, or class • Choose STAR Reading or STAR Math[a] • Select a subject (preselected based on the product you chose) • Select score category • Select a reporting period • Select grouping and sorting options and the proficiency value • Change/add student parameters for ethnicity and/or characteristics to include in subgroup • Select mean or median scores • Choose whether to print the options you have chosen on the report (this option is checked by default)	The Assessment Proficiency Report shows student achievement in one subject based on a proficiency level that you set. Students are grouped as Proficient or Above or Below Proficient. Administrators can use this report to identify struggling students and gauge performance on upcoming state tests. To find out how to print this report, see page 135.

Report Name	Options Available When You Print the Report	Description
Customizable Progress Report	• Select the district, a school, teacher, or class • Select up to two products[a] or external sources to include • Select up to two subjects • Select up to two score categories (some products have multiple scores to choose from) • Select two reporting periods for each score category • Select how to group data and how to list data in groups (the options available depend on your position) • Choose to show results as means or medians • Choose whether to print the options you have chosen on the report (this option is checked by default)	The Customizable Progress Report compares student achievement in one or two products or sources. For each product or source, you choose two reporting periods and a score type to compare. **Note:** When displaying data by grade, if the reporting periods are not all from the same school year, students will be included in their current grade as of the most recent reporting period displayed. To find out how to print this report, see page 140.
Customizable Ranking Report	• Select the district, a school, teacher, or class • Select up to three products[a] or external sources • Select up to three subjects • Select up to three score categories (some products or sources have multiple scores to choose from) • Select up to three reporting periods • Select the column order (by source) • Select how to group data and how to list data in groups (the options available depend on your position) • Choose how to sort data • Choose whether to show scores above or below or between certain criteria • Choose to show results as means or medians; means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification • Choose whether to print the options you have chosen on the report (this option is checked by default)	The Customizable Ranking Report ranks student achievement from highest to lowest or lowest to highest for up to three products or external sources, subjects, score categories, and reporting periods. Report rows are automatically sorted by the rank order of the first data column. Rankings in subsequent columns that differ from the first column are indicated with an asterisk (*). To find out how to print this report, see page 143.

Report Name	Options Available When You Print the Report	Description
Customizable Status Report	• Select the district, a school, teacher, or class • Select up to five products[a] or external sources • Select up to five subjects • Select up to five score categories (some products or sources have multiple scores to choose from) • Select up to five reporting periods • Select the column order (by source) • Select how to group data and how to list data in groups (the options available depend on your position) • Choose to show results as means or medians • Choose whether to print the options you have chosen on the report (this option is checked by default)	The Customizable Status Report shows student achievement for up to five products or external sources, subjects, score categories, and reporting periods. To find out how to print this report, see page 148.
Implementation Progress Report (Math or Reading)	• Select the district or a school, teacher, or class • Select one subject (math or reading) • Select up to seven reporting periods • Select how to group data and how to list data in groups (the options available depend on your position)	The Implementation Progress Report compares students' achievement in Accelerated Math or Accelerated Reader for up to seven reporting periods. Administrators use this report to see how well Accelerated Math is helping students grow in math skills or how well Accelerated Reader is helping students grow in reading skills. To find out how to print this report, see page 151.
Implementation Status Report	• Select the district or a school, teacher, or class • Select one subject (math or reading) • Select one reporting period • Select how to group data and how to list data in groups (the options available depend on your position)	If you chose math as the subject, the Implementation Status Report shows results of students' comprehension of math objectives in Accelerated Math for one reporting period. If you chose reading as the subject, the report shows students' success in their Accelerated Reader reading practice for one reporting period. Administrators use this report to check math or reading performance in the district or schools and to see if classes are keeping pace with one another. They can also identify students who need intervention. To find out how to print this report, see page 154.
School-to-Home Report	• Select the school, teacher, or class • Select products[a] to include • Select one reporting period • Choose whether to include comparisons to average scores of students in the same class and/or students in the same grade and school	The School-to-Home Report summarizes performance of a student in as many as seven Renaissance Place products, in comparison to the average of his or her class or grade in the school for a selected reporting period. To find out how to print this report, see page 156.

Report Name	Options Available When You Print the Report	Description
STAR Performance Report	• Change/add student parameters for ethnicity and/or characteristics to include in subgroup • Select the district or a school (selecting the district will set the reporting level to "district"; selecting a school will set the reporting level to "school") • Select one product (STAR Math or STAR Reading) • Select how to group data and how to list data in groups • Choose whether to print the options you have chosen on the report (this option is checked by default)	The STAR Performance Report gives district and school administrators the ability to use STAR Reading and/or STAR Math as interim tests to determine the student performance outlook on state tests. This report is only available to Enterprise customers in states where linking has been completed and to customers in states participating in the Council of Chief State School Officers (CCSSO)/Renaissance Learning R&D consortium project. To find out how to print this report, see page 159.
STAR Summary Report	• Select the district or a school, teacher, or class • Select one product (STAR Early Literacy, STAR Math,[a] or STAR Reading) • Select one reporting period • Select how to group data and how to list data in groups (the options available depend on your position) • Sort first column by name or rank (highest to lowest or lowest to highest) • For STAR Reading and STAR Math only, include students by percentile rank • For STAR Early Literacy only, suppress or include levels of Literacy Skills Classification • Show results as means or medians; means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification	The STAR Summary Report summarizes student results on STAR Math, STAR Reading, or STAR Early Literacy assessments for one reporting period. The STAR Summary Report is similar to the Summary Report in STAR Reading, STAR Math and STAR Early Literacy, but it includes district-level reporting. This report summarizes test results and displays the number of students. For STAR Early Literacy, it also includes students' Literacy Skills Classification. Depending upon the group selected, it can include each student's name, grade placement, class, teacher, rank, scores for a STAR product, and a summary of the scores. To find out how to print this report, see page 160.

a. Although kindergarteners can take STAR Math tests, data for kindergarteners has not been norm-referenced. Therefore, on this report, no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners.

Printing Consolidated Reports

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 46.

Consolidated reports give you an overview of student and school performance in multiple Renaissance Place products (Accelerated Math, Accelerated Reader, Fluent Reader, STAR Early Literacy, STAR Math, or STAR Reading).

Data must be consolidated before you can print these reports. You can consolidate data on demand or set up a consolidation schedule; for more information, see page 123.

You will need Adobe Reader installed to view and print the reports. If you don't have Adobe Reader, you can click **Get Adobe Reader** on the Consolidated Reports page to go to a website where you can download it.

Student data will always appear in reports in association with the school where they were enrolled when they worked in a product. For example, historical data from an elementary school will still be associated with the elementary school, even though the students have since advanced to a junior high school.

For detailed reports about student work in each product, *click the* ***Reports*** *link under the product name on your Home page. For example, to get detailed reports about students' reading practice, click* ***Reports*** *under Accelerated Reader.*

Follow the instructions for the report you want to print:

Report Name	See Page
Assessment Proficiency Report	below
Customizable Progress Report	140
Customizable Ranking Report	143
Customizable Status Report	148
Implementation Progress Report	151
Implementation Status Report	154
School-to-Home Report (for personnel)	156
School-to-Home Report (for parents)	158
STAR Performance Report	159
STAR Summary Report	160

Assessment Proficiency Report

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

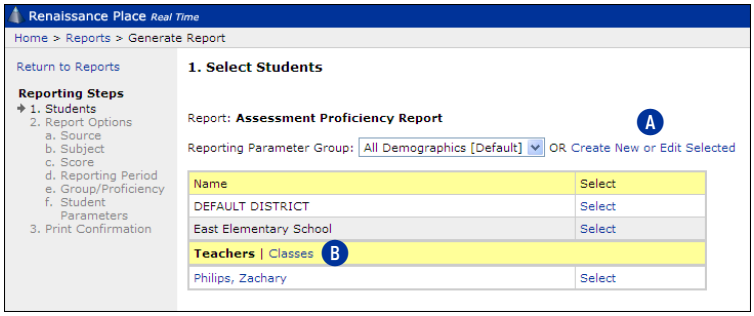
Learn more about capabilities on page 46.

The Assessment Proficiency Report gives you a high-level view of how students in the district are doing in one subject and identifies specific subgroups of students needing attention. It is available for STAR Math or STAR Reading.

Follow these steps to choose the options for this report and print the report:

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **Assessment Proficiency** on the Consolidated Reports page.

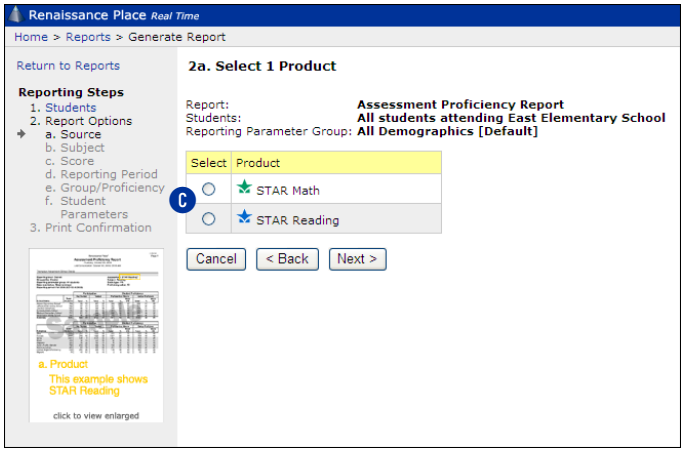
3. Click **Select** next to the district or the school, teacher, class, or student for whom you want to print the report.



A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or click **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 129.

B If you click the name of a school, you will see the teachers or classes for that school listed. You can click **Teachers** or **Classes** under the list to choose what to view. If you're viewing teachers, you can then click a teacher name to see that teacher's classes.

4. Select which product you want the report for C. Then, click **Next >**. (The list includes STAR Math and STAR Reading if they are registered.)

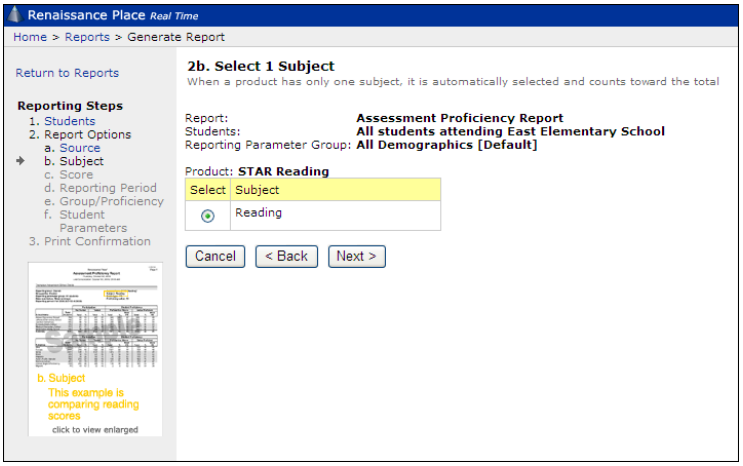


If the Assessment Proficiency Report is not available, *make sure you have either STAR Math or STAR Reading registered. This report is only for those products.*

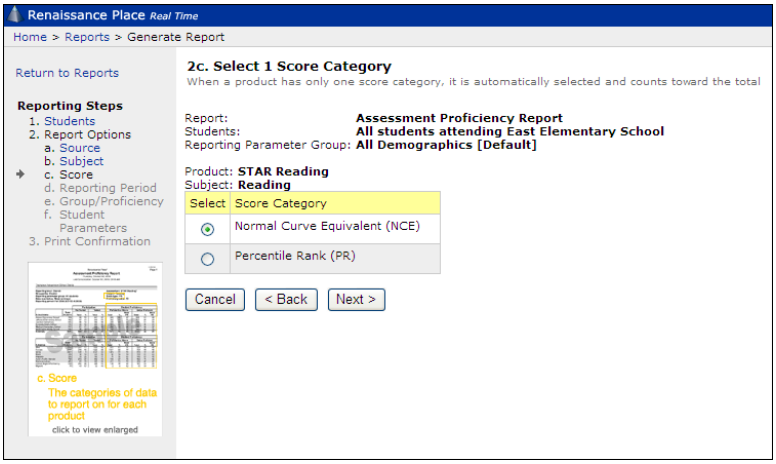
On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

Sample Report. *On the left side of most pages in this wizard, you'll see a sample report. If you want to see a larger version of the sample, click the sample.*

5. Next, you will see that the program has selected the subject for the product you chose. Since the products only address one subject, the selection mark can't be removed. Click **Next >**.

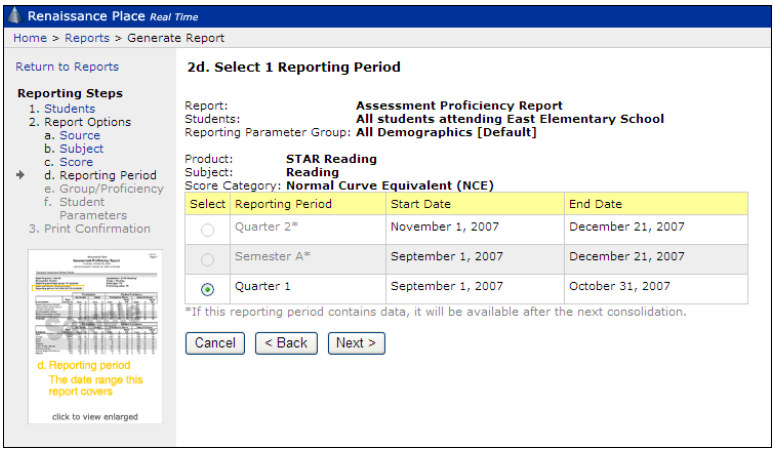


6. Choose the score you want to include in the report. Then, click **Next >**. (If you need definitions of the scores, you can go back to your Home page, and click **Resources** under the name of the product; then click **Definitions** for that product.)



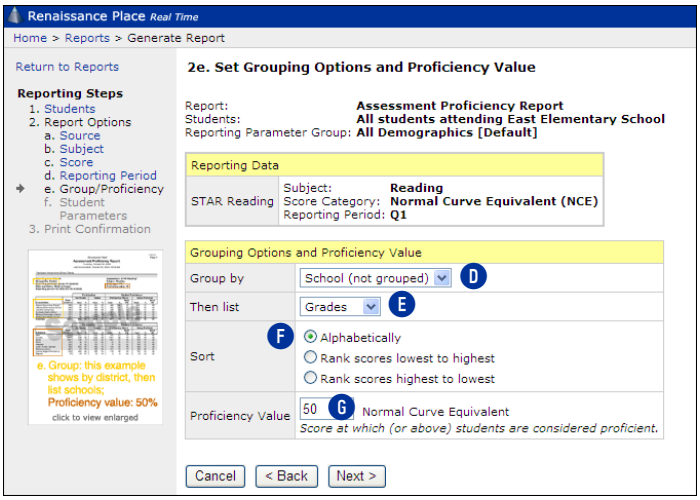
If you need to go back at any point, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

7. Choose the reporting period you want to include in this report. Then, click **Next >**.



To change the reporting periods that are available, *see page 18 to add reporting periods, page 127 to edit reporting periods, or page 128 to delete reporting periods.*

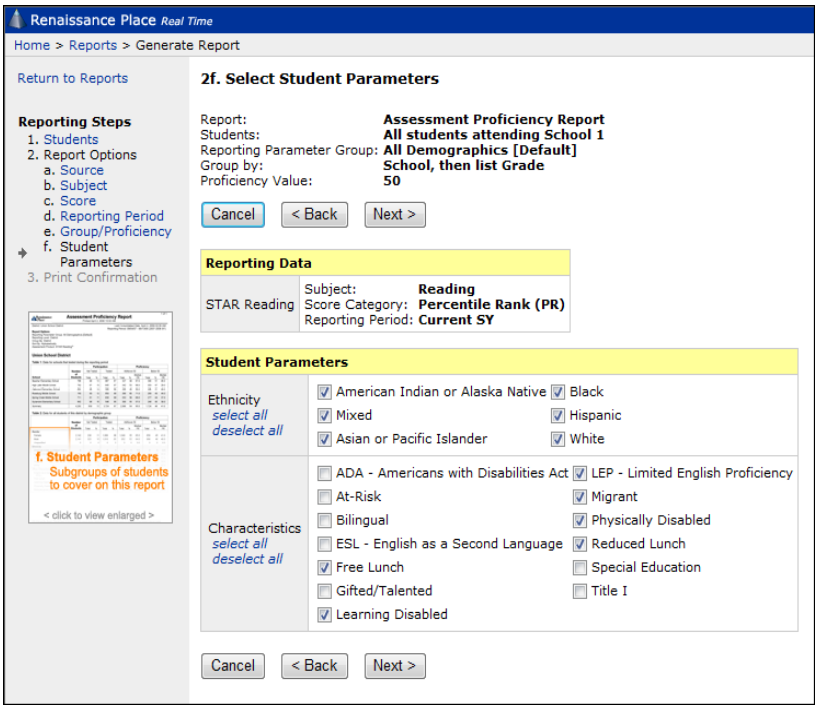
8. On the next page, use the **Group by** drop-down list (D) to choose how you want the information on the report grouped. Use the **Then list** drop-down list (E) to choose what to list in the groups.



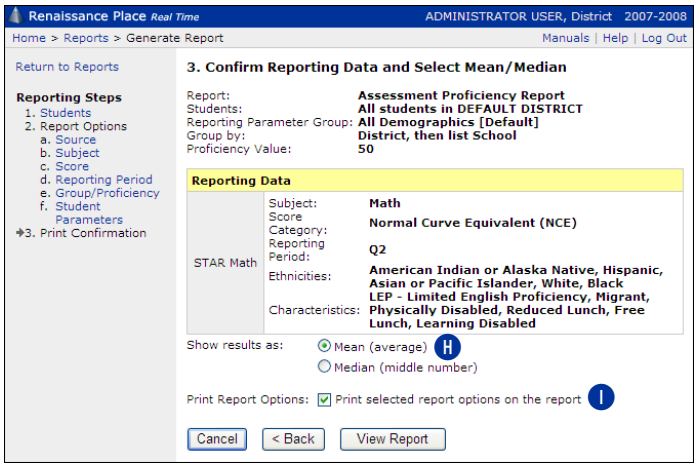
When are a student's ethnicity and characteristics specified? *You can choose a student's ethnicity when you add the student (see page 20); however, this information is optional, so it may not be specified. If you want to use characteristics, you must assign them separately; see page 80.*

9. Choose a sorting option (F). You can sort the items in each group alphabetically or by ranking (from lowest to highest or highest to lowest).
10. In Proficiency Value (G), enter the score at which you want students to be considered proficient. Then, click **Next >**.
11. On the next page, choose criteria for the students who make up your report subgroup. To do this, check the box next to each ethnicity and/or characteristic you want to include. You can also click **Select All** or **Select None** for ethnicities or characteristics. When you have finished, click **Next >**.

    Subgroups are shown below the group on the report. Note that if you are using a reporting parameter group, the main group is already limited by the criteria you have chosen there.



12. The next page will list the information you have chosen to include. Click one of the options below this information to choose whether to show the mean or median scores (H). If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box (I).



13. Click **View Report** to see the report.
14. The report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Customizable Progress Report

Who Can Do This?

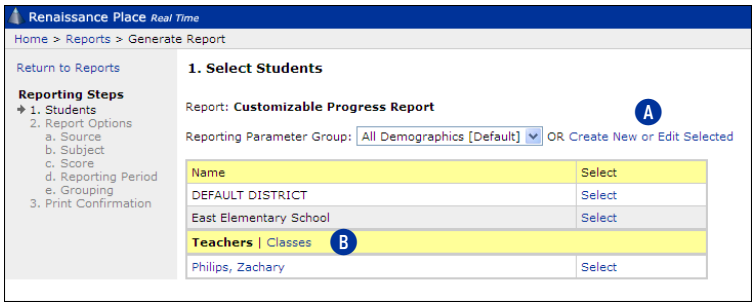
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

Learn more about capabilities on page 46.

The Customizable Progress Report compares student achievement on one or two products over time; it shows you scores for a grade or school and the change in those scores over time.

Follow these steps to choose the options for this report and print the report:

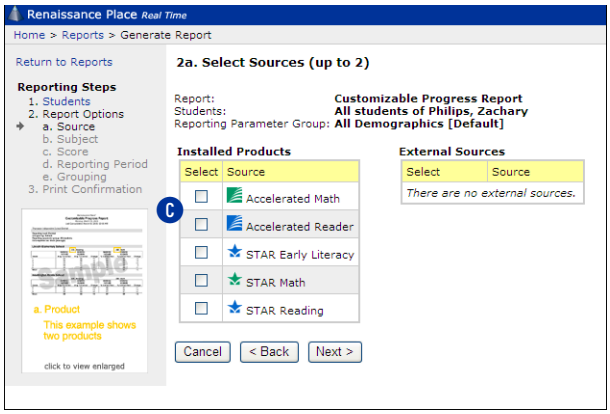
1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **Customizable Progress**.
3. Click **Select** next to the district or the school, teacher, class, or student for whom you want to print the report.



A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or click **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 129.

B If you click the name of a school, you will see the teachers or classes for that school listed. You can click **Teachers** or **Classes** under the list to choose what to view. If you're viewing teachers, you can then click a teacher name to see that teacher's classes.

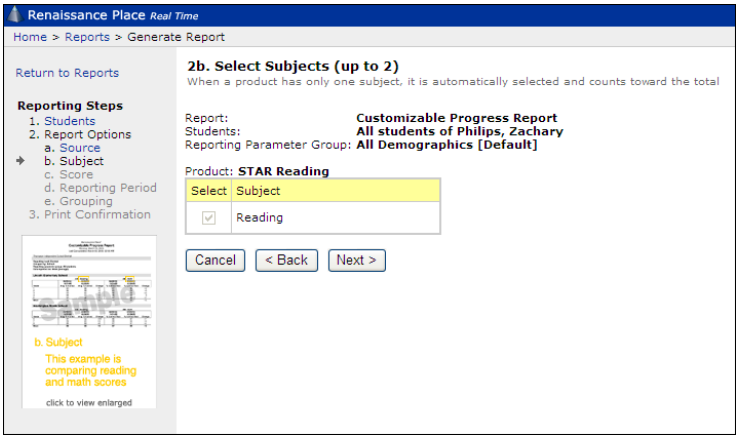
4. Check the box next to the Renaissance Place products **C** that you want to include in the report, as well as any external product or data sources (see page 131), which would be listed on the right side of the page. The list includes products that are available on your server. After choosing the products and/or sources, click **Next >**.



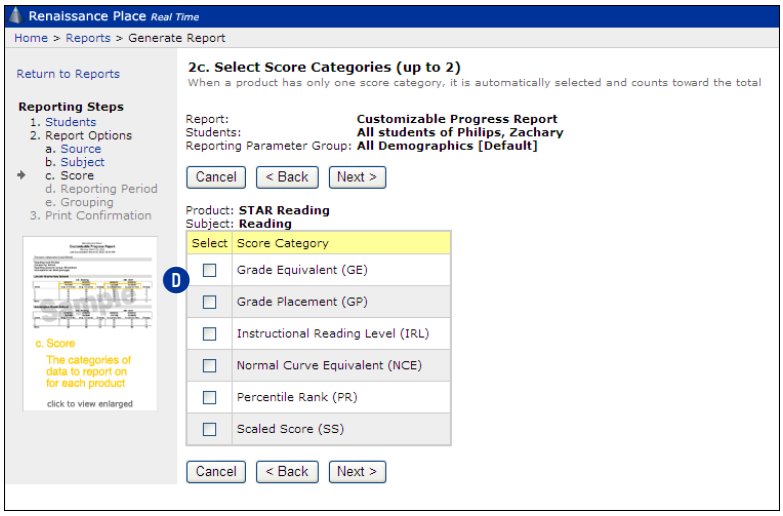
If the Customizable Progress Report is not available, *it is probably because you had only one reporting period the last time data was consolidated. The report requires at least two reporting periods so it can compare results between the two.*

On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

5. Next, you will see that the program has checked the box next to the subject for each product you chose. Since the products only address one subject, the check mark can't be removed. Click **Next >**.



6. Select up to two score categories from the products in the report (D) by checking the boxes. (Note that the limit of two is the total for all products you selected.) After choosing the scores, click **Next >**.

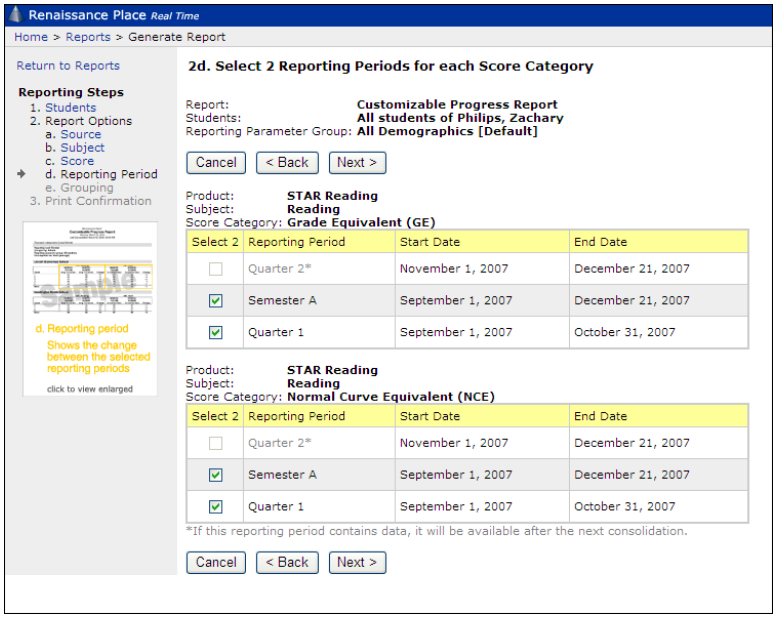


If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

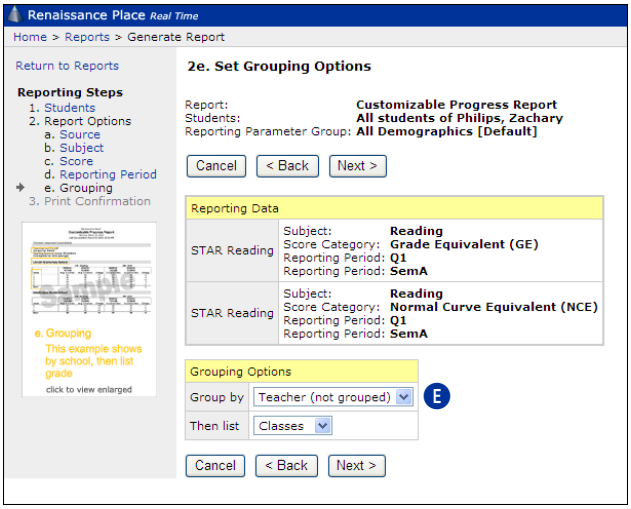
Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, click the report.*

For definitions of the scores in the STAR products, *you can click* ***Resources*** *under each STAR product's name on your Home page and then click* ***Definitions****.*

7. Next, you must select two reporting periods for each score category. The report will show the students' progress from one reporting period to the other. Click **Next >** to continue.

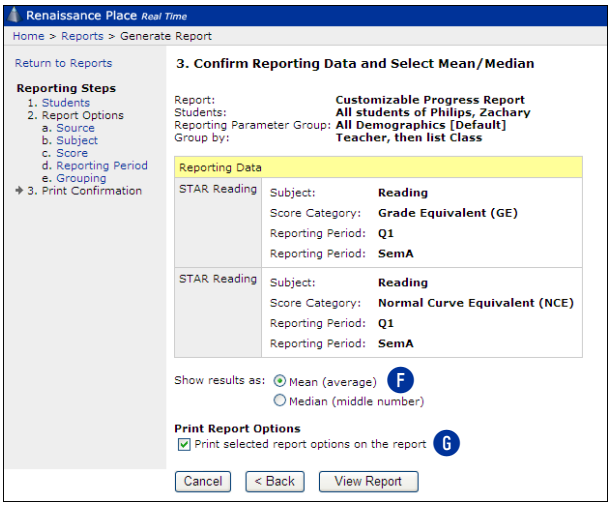


8. On the next page, use the **Group by** drop-down list to choose how you want the information on the report grouped (E). Use the **Then list** drop-down list to choose what to list in the groups. Click **Next >** to continue.



> ***To change the reporting periods that are available,*** *see page 18 to add reporting periods, page 127 to edit them, or page 128 to delete them.*

9. The next page will list the information you have chosen to include on the report. Choose whether to include mean or median scores by clicking one of the options (F) below the reporting data. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box (G).



10. Click **View Report** to see the report.
11. The Customizable Progress Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Customizable Ranking Report

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

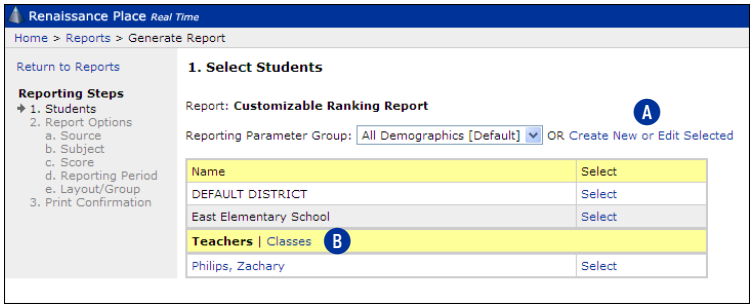
Learn more about capabilities on page 46.

The Customizable Ranking Report shows how students in each group did in selected products or sources in the reporting periods you selected. It also ranks scores from highest to lowest or lowest to highest.

Follow these steps to choose the options for this report and print the report:

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **Customizable Ranking**.

3. Click **Select** next to the district or the school, teacher, class, or student you want to print the report for.

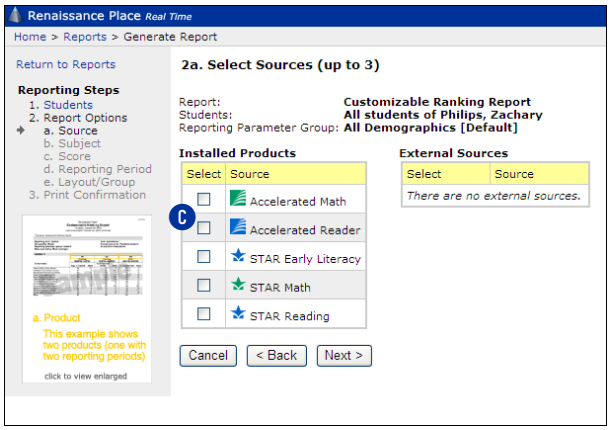


A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or click **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 129.

B If you click the name of a school, you will see the teachers or classes for that school listed. You can click **Classes** or **Teachers** under the list to choose what to view. If you're viewing teachers, you can then click a teacher name to see that teacher's classes.

On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

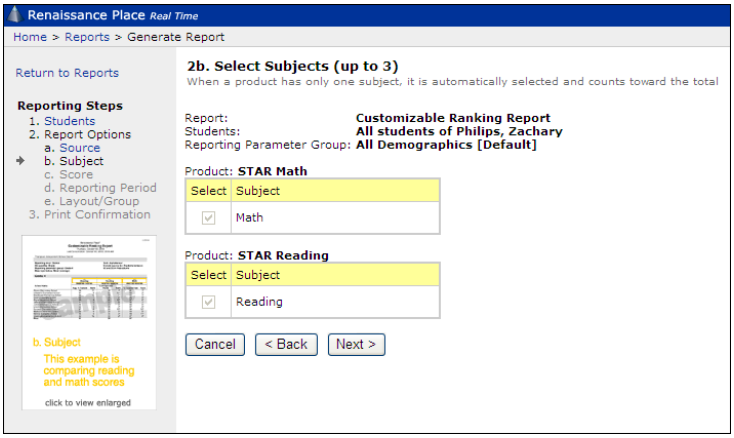
4. Check the box next to up to three Renaissance Place products C that you want to include in the report, as well as any external product or data sources (see page 131), which would be listed on the right side of the page. The list includes products that are available on your server. After choosing the products and/or sources, click **Next >**.



Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, click the report.*

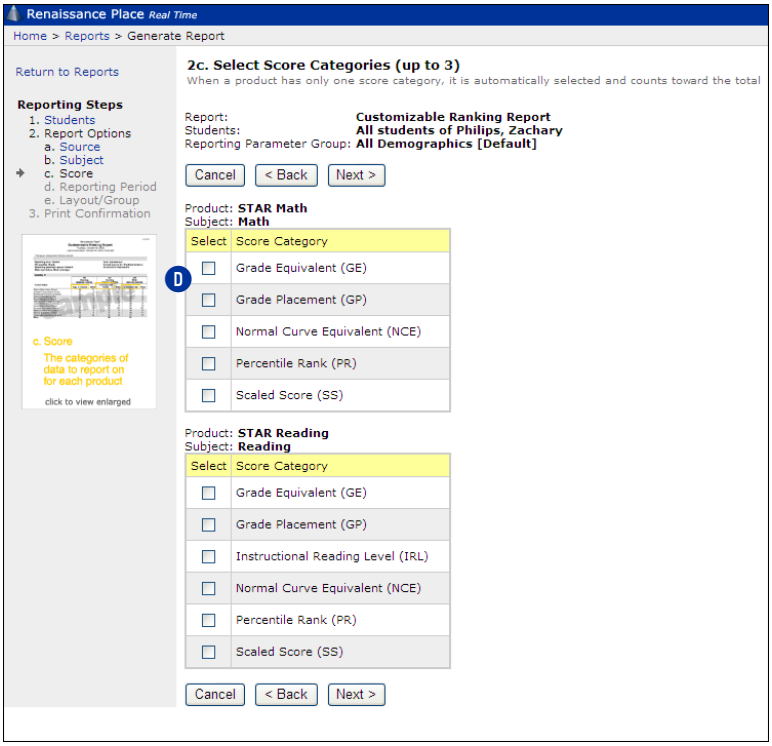
If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

5. Next, you will see that the program has checked the box next to the subject for each product you chose. Since the products only address one subject, the check mark can't be removed. Click **Next >**.

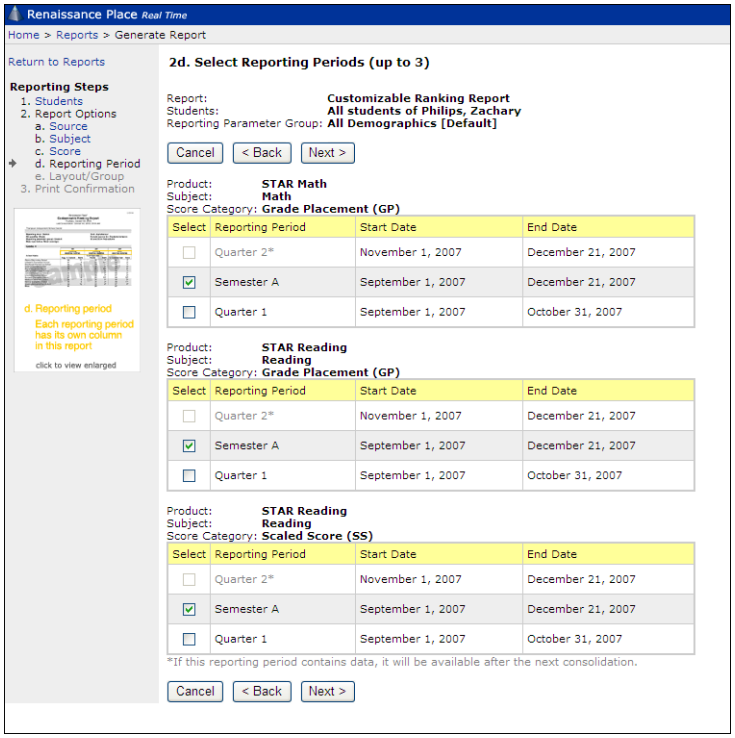


For definitions of the scores in the STAR products, *you can click* ***Resources*** *under each STAR product's name on your Home page and then click* ***Definitions****.*

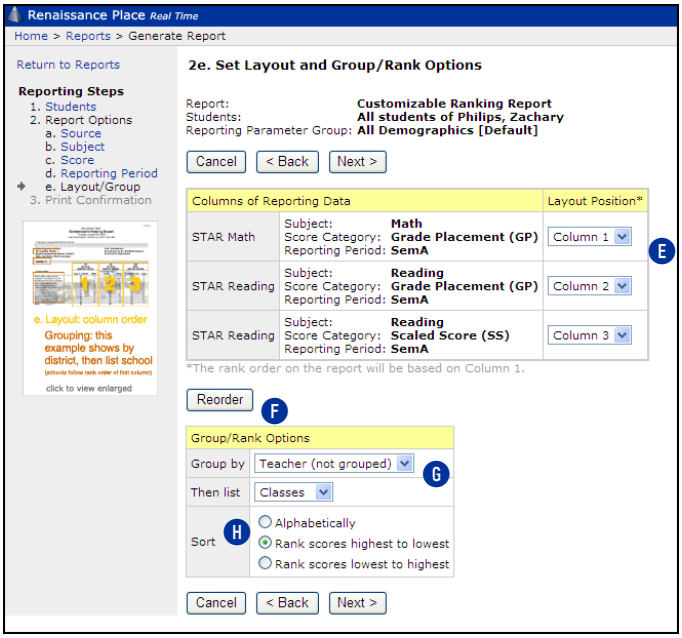
6. Select up to three score categories from the products in the report (D) by checking the boxes. (Note that the limit of three is the total for all products you selected.) After choosing the scores, click **Next >**.



7. Next, select up to three reporting periods to include. Then, click **Next >**.

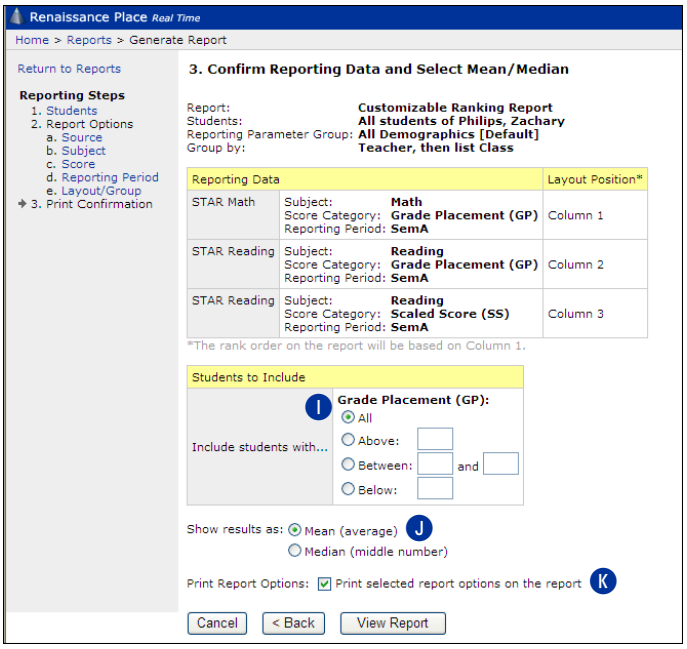


8. On the next page, use the Layout Position drop-down lists to choose the column order for the products or sources you have chosen to include **E**. Then, click **Reorder** **F**.



To change the reporting periods that are available, *see page 18 to add reporting periods, page 127 to edit them, or page 128 to delete them.*

9. Click the **Group by** drop-down list to choose how you want the information on the report grouped (G). Use the **Then list** drop-down list to choose what to list in the groups.
10. Click one of the sorting options (H) to decide whether to sort items in the group alphabetically or by rank (from highest to lowest or lowest to highest). Then, click **Next >** to continue.
11. Next, click one of the Students to Include options (I) to choose whether to include all students or just those with scores above, between, or below the score(s) you specify. If you choose **Above, Between,** or **Below,** be sure to enter the scores in the blank fields provided.



12. Click one of the options at the bottom of the page (J) to choose whether to show mean or median scores. **Note:** Means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box (K).
13. Click **View Report** to see the report.
14. The Customizable Ranking Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Customizable Status Report

Who Can Do This?

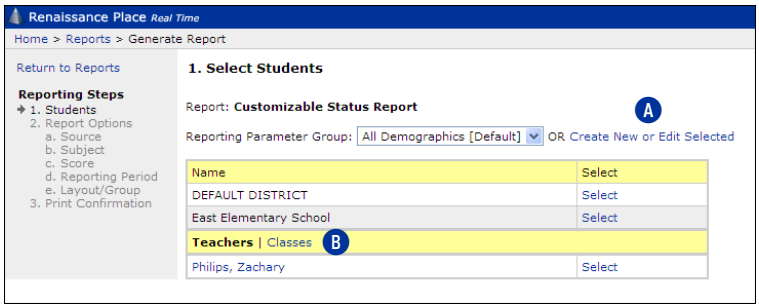
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

Learn more about capabilities on page 46.

The Customizable Status Report shows how students in each group did in selected products or sources in the reporting periods you selected.

Follow these steps to choose the options for this report and print the report.

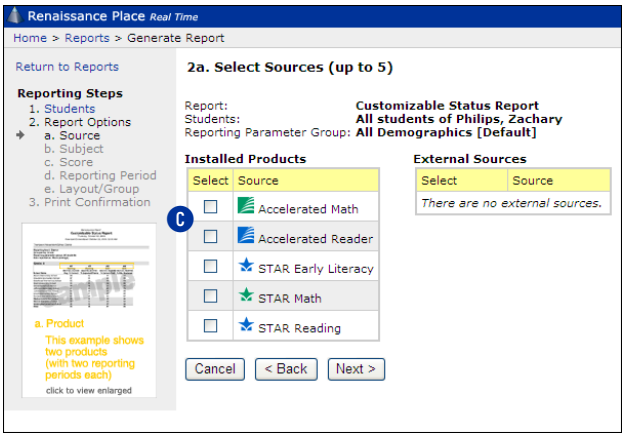
1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **Customizable Status**.
3. Click **Select** next to the district or the school, teacher, class, or student for whom you want to print the report.



A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or click **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 129.

B If you click the name of a school, you will see the teachers or classes for that school listed. You can click **Classes** or **Teachers** under the list to choose what to view. If you're viewing teachers, you can then click a teacher name to see that teacher's classes.

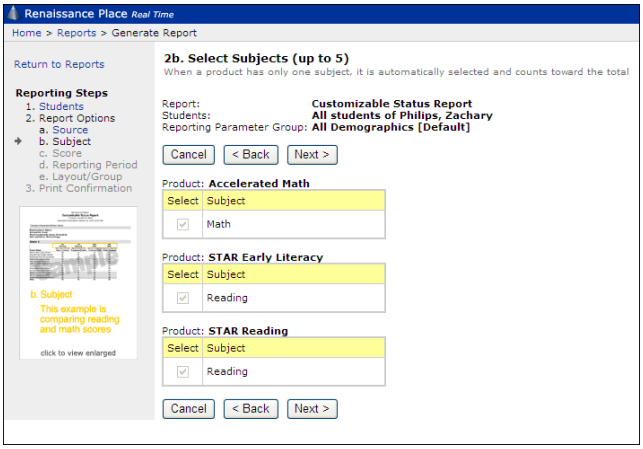
4. Check the box next to the Renaissance Place products **C** that you want to include in the report, as well as any external product or data sources (see page 131), which would be listed on the right side of the page. You can choose up to five. The list includes products that are available on your server. After choosing the products and/or external sources, click **Next >**.



Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, click the report.*

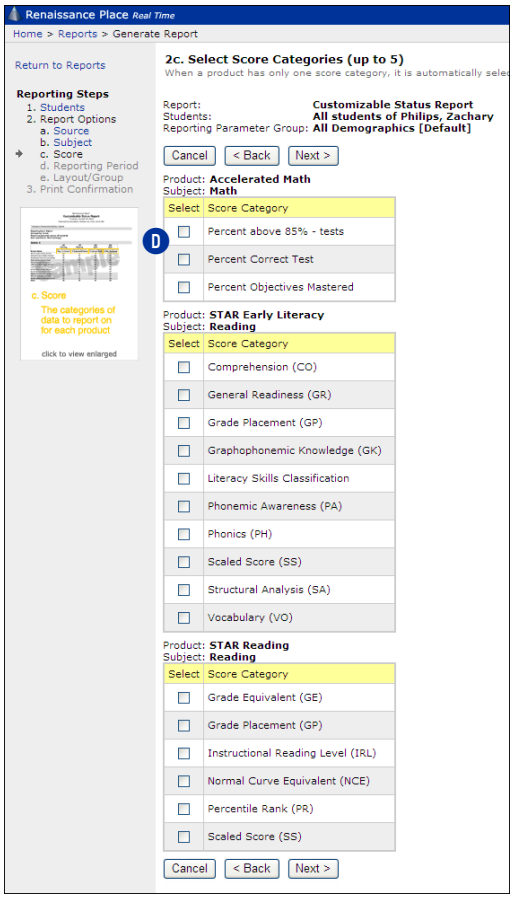
If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

5. Next, you will see that the program has checked the box next to the subject for each product you chose. Since the products only address one subject, the check mark can't be removed. Click **Next >**.

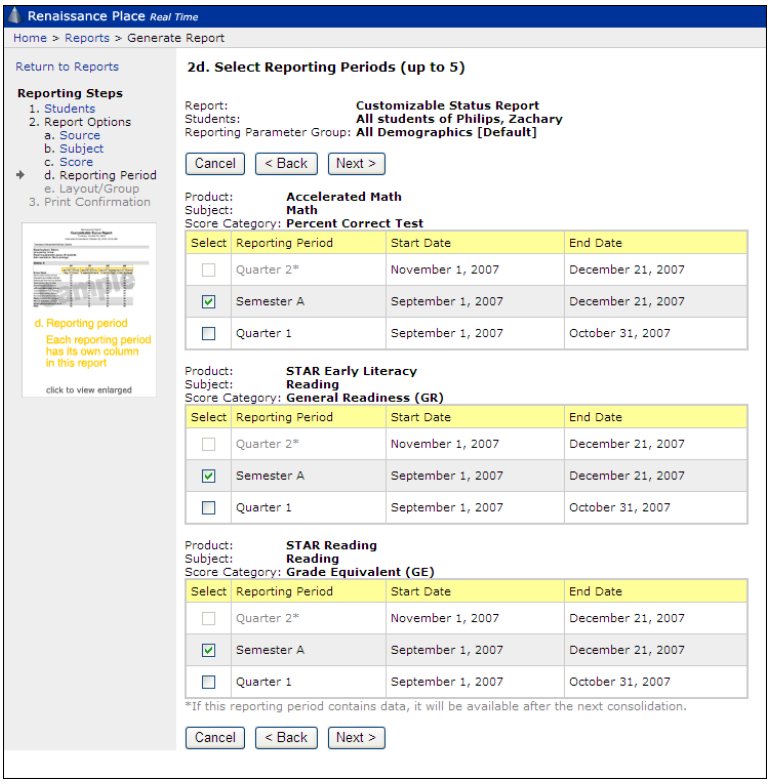


For definitions of the scores in the STAR products, *you can click* ***Resources*** *under each STAR product's name on your Home page and then click* ***Definitions****.*

6. Select up to five score categories from the products in the report (D) by checking the boxes. (Note that the limit of five is the total for all products you selected.) After choosing the scores, click **Next >**.

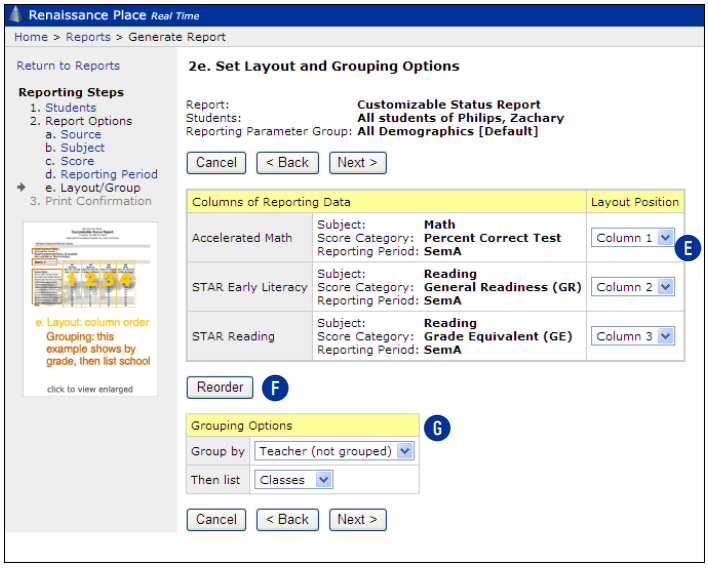


7. Next, select up to five reporting periods. Then, click **Next >** to continue.

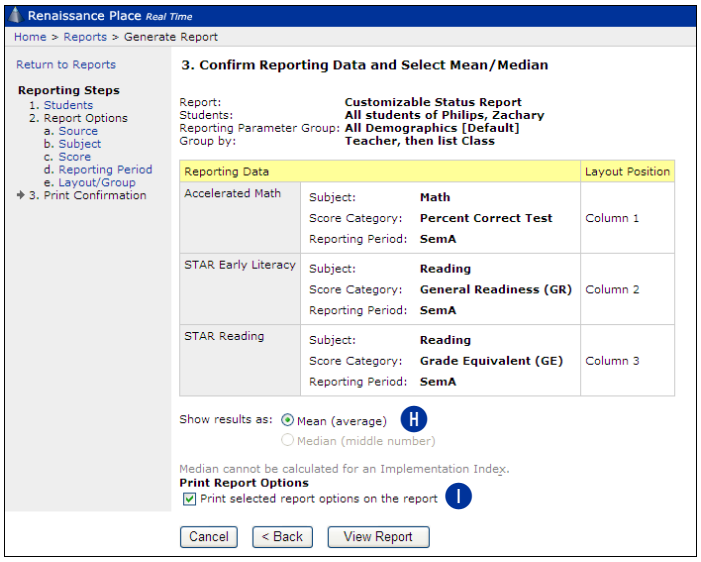


> ***To change the reporting periods that are available,*** *see page 18 to add reporting periods, page 127 to edit them, or page 128 to delete them.*

8. On the next page, use the Layout Position drop-down lists to choose the column order for the products or sources you have chosen to include (E). Then, click **Reorder** (F).



9. Click the **Group by** drop-down list to choose how you want the information on the report grouped (G). Use the **Then list** drop-down list to choose what to list in the groups.
10. Click **Next >**.
11. The next page will list the information you have chosen to include on the report. Now, choose whether to include mean or median scores by clicking one of the options (H) below the reporting data. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box (I).



12. Click **View Report** to see the report.
13. The Customizable Status Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Implementation Progress Report

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

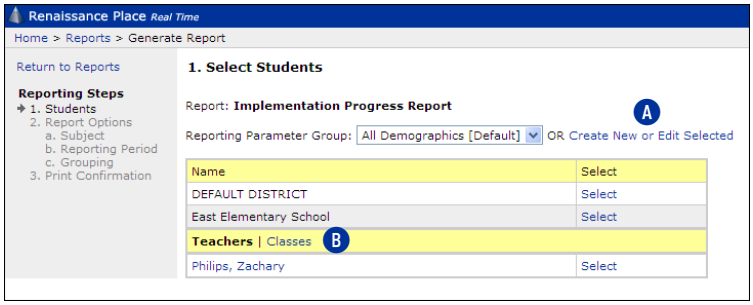
Learn more about capabilities on page 46.

The Implementation Progress Report compares student achievement in Accelerated Math or Accelerated Reader in up to seven reporting periods.

To choose the options for the report and print it, follow these steps:

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **Implementation Progress**.

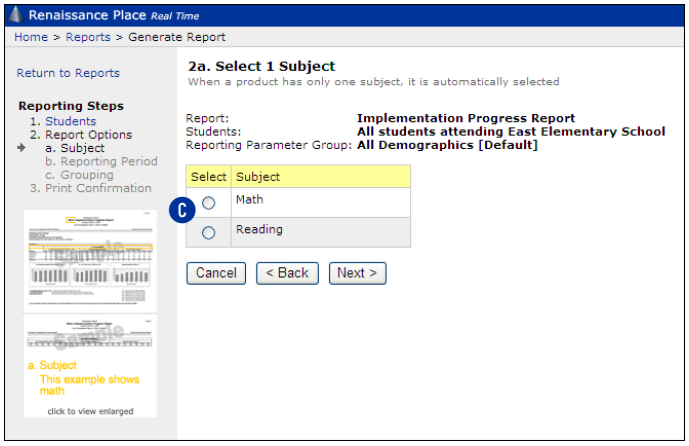
3. Click **Select** next to the district or the school, teacher, class, or student that you want to print the report for.



A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or click **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 129.

B If you click the name of a school, you will see the teachers or classes for that school listed. You can click **Classes** or **Teachers** under the list to choose what to view. If you're viewing teachers, you can then click a teacher name to see that teacher's classes.

4. Choose the subject you want C. If you choose Math, the report will include Accelerated Math data; if you choose Reading, it will include Accelerated Reader data. Click **Next >**.

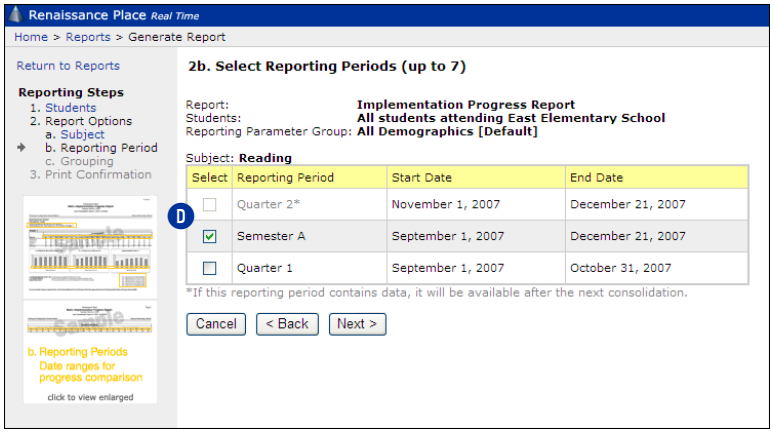


Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, click the report.*

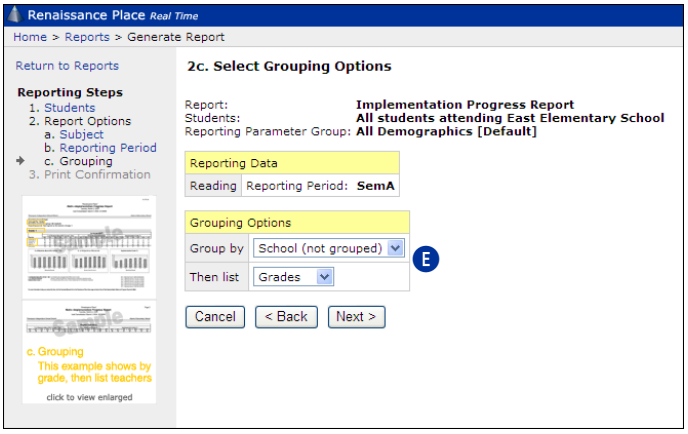
If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

5. Next, check the boxes next to the reporting periods you want to include (D). You can choose up to seven. Click **Next >** to continue.

   To change the reporting periods that are available, see page 127 to add more, page 18 to change a reporting period, or page 128 to delete a reporting period.



6. On the next page, click the **Group by** drop-down list to choose how you want the information on the report grouped (E). Use the **Then list** drop-down list to choose what to list in the groups. Click **Next >** to continue.



7. The next page will list the information you have chosen to include on the report. If you want to have a list of the options you've chosen for this report to appear *on* the report, check the **Print selected report options on the report** box.
8. Click **View Report** to see the report.
9. The Implementation Progress Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Implementation Status Report

Who Can Do This?

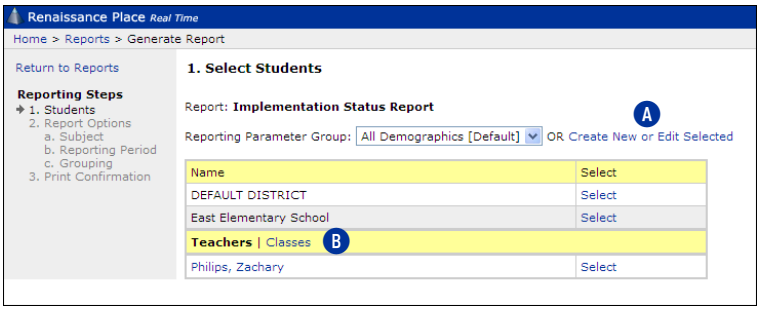
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 46.

The Implementation Status Report shows how students in each group did in Accelerated Reader or Accelerated Math in selected reporting periods. It also ranks scores from highest to lowest.

To print the report, follow these steps:

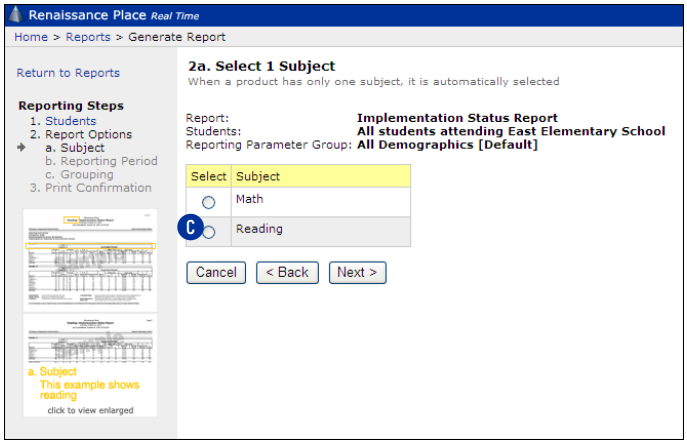
1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **Implementation Status**.
3. Click **Select** next to the district or the school, teacher, class, or student for whom you want to print the report.



A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or click **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 129.

B If you click the name of a school, you will see the teachers or classes for that school listed. You can click **Classes** or **Teachers** under the list to choose what to view. If you're viewing teachers, you can then click a teacher name to see that teacher's classes.

4. Choose the subject you want C. If you choose Math, the report will include Accelerated Math data; if you choose Reading, it will include Accelerated Reader data. Click **Next >**.

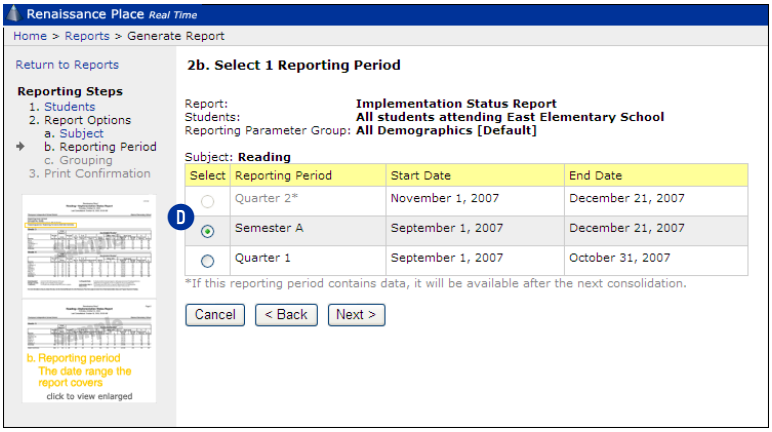


Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, click the report.*

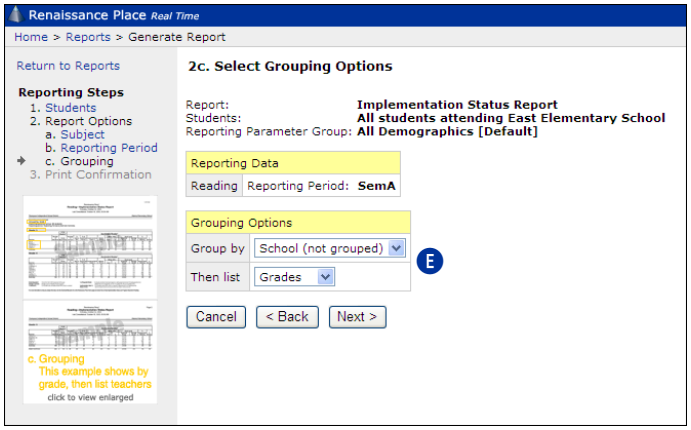
If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

5. Choose the reporting period (D). Then, click **Next >** to continue.

   To change the reporting periods that are available, see page 18 to add more, page 127 to change a reporting period, or page 128 to delete a reporting period.



6. On the next page, click the **Group by** drop-down list to choose how you want the information on the report grouped (E). Use the **Then list** drop-down list to choose what to list in the groups. Click **Next >** to continue.



7. The next page will list the information you have chosen to include on the report. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box.
8. Click **View Report** to see the report.
9. The Implementation Status Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

School-to-Home Report

Who Can Do This?

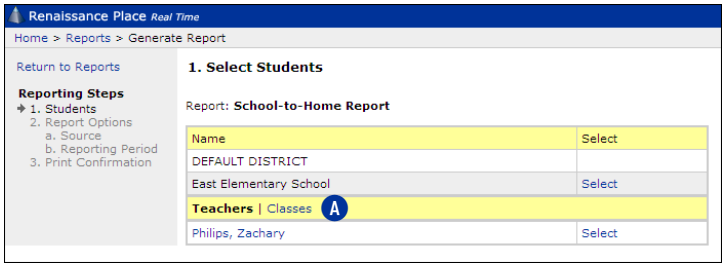
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 46.

The School-to-Home Report summarizes one student's work in all Renaissance Place products that are available on the server for at least one school. You can choose to compare the student's work to other students in the same class and grade; page breaks occur between students, and data displays as mean. You can print this report for all Renaissance Place products.

To choose the options for the report and print it, follow these steps:

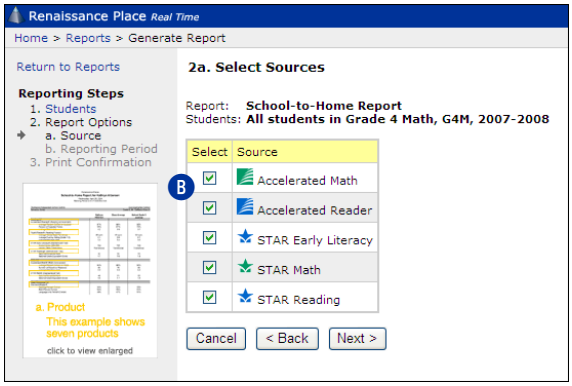
1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **School-to-Home**.
3. On the next page, click **Select** next to the school, teacher, class, or student that you want to print the report for.



Ⓐ If you click the name of a school, you will see the teachers or classes for that school listed. You can click **Classes** or **Teachers** under the list to choose what to view. If you're viewing teachers, you can then click a teacher name to see that teacher's classes.

On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

4. Next, check the boxes next to the Renaissance Place products Ⓑ that you want to include in the report. By default, all are included, but you can remove the check mark from the boxes for products you do not wish to include. This list includes products that are available on the server. Click **Next >** to continue.

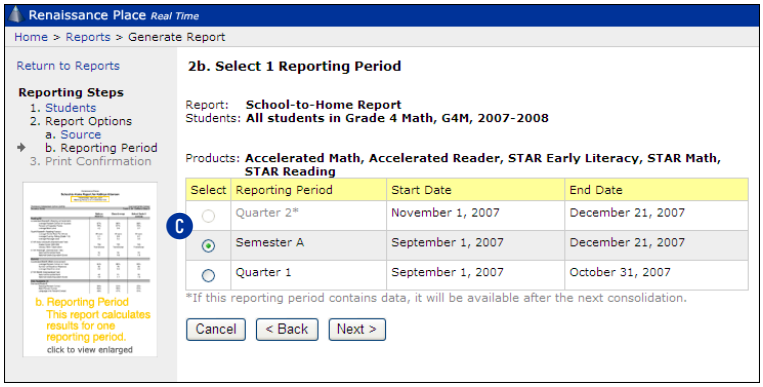


Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, click the report.*

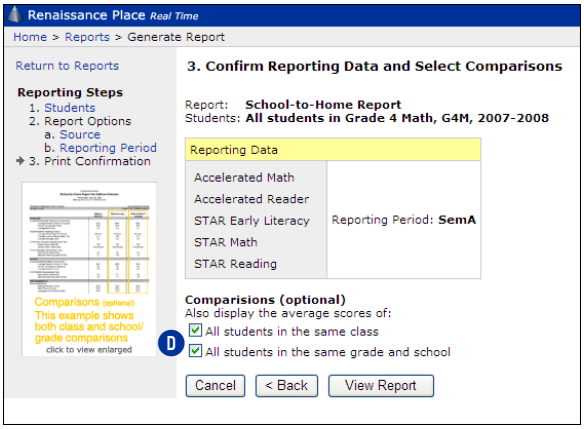
If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

5. Next, choose the reporting period **C**. Then, click **Next >** to continue.

   To change the reporting periods that are available, see page 18 to add reporting periods, page 127 to change them, or page 128 to delete them.



6. On the next page, check one or both boxes to choose the comparisons to include on the report **D**. You can compare each student's data to students in the same class and/or to students in the same grade and school. (You can leave both boxes empty if you don't want to include any comparisons.)

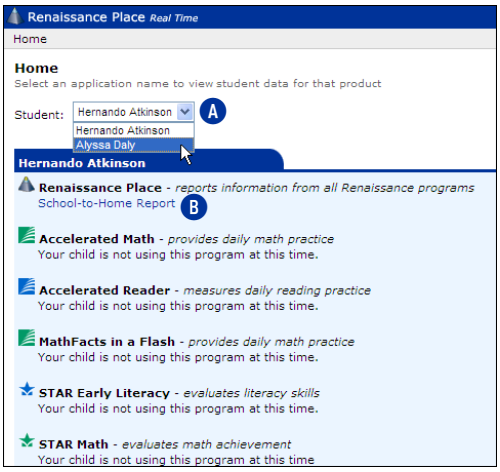


7. Click **View Report** to see the report.
8. The School-to-Home Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

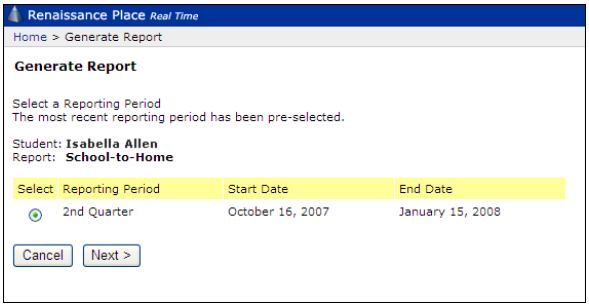
School-to-Home Report (for Parents)

If you have added parents to the software and given the parents the server address and their user names and passwords, parents can print the School-to-Home Report by following these steps. (To find out how personnel print this report, see page 156.)

1. If you have more than one child using the software, click the **Student** drop-down list on the Home page (A) to choose the child whose report you want to see. If the child is enrolled in more than one school, you must also choose the school that you want a report for using the **School** drop-down list.


Renaissance Place Real Time
Home
Home
Select an application name to view student data for that product
Student:
Hernando Atkinson
A
Hernando Atkinson
Alyssa Daly
Hernando Atkinson
Renaissance Place - reports information from all Renaissance programs
School-to-Home Report
B
Accelerated Math - provides daily math practice
Your child is not using this program at this time.
Accelerated Reader - measures daily reading practice
Your child is not using this program at this time.
MathFacts in a Flash - provides daily math practice
Your child is not using this program at this time.
STAR Early Literacy - evaluates literacy skills
Your child is not using this program at this time.
STAR Math - evaluates math achievement
Your child is not using this program at this time

2. Click **School-to-Home Report** under Renaissance Place (B).
3. Choose the reporting time period that you want to use for this report. Then, click **Next >**.



4. The School-to-Home Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Parents will need Adobe Reader to view and print this report. *Parents who don't have this program can click* ***Get Adobe Reader*** *on their Home page to go to the Adobe website and download Adobe Reader.*

STAR Performance Report

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

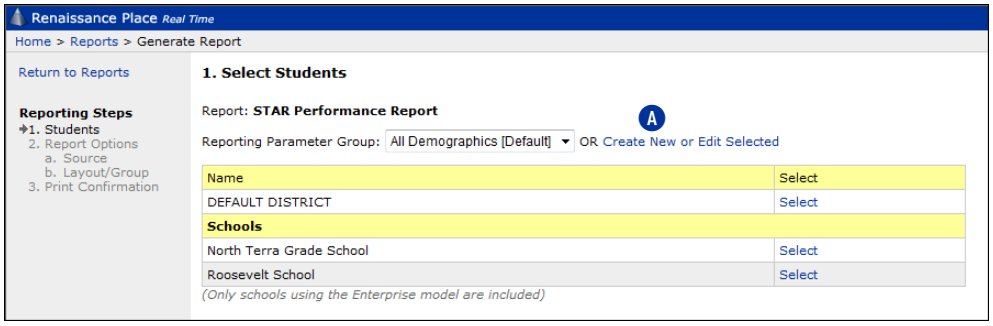
The STAR Performance Report allows district administrators, district staff, and school administrators to use the results of STAR Math and/or STAR Reading assessments to determine the student performance outlook on state tests.

This report is only available to STAR Math and STAR Reading customers who meet at least one of these criteria:

- Enterprise customers in states where linking has been completed
- Customers in states participating in the Council of Chief State School Officers (CCSSO)/Renaissance Learning R&D consortium project

Follow these steps to choose the options for this report and print the report:

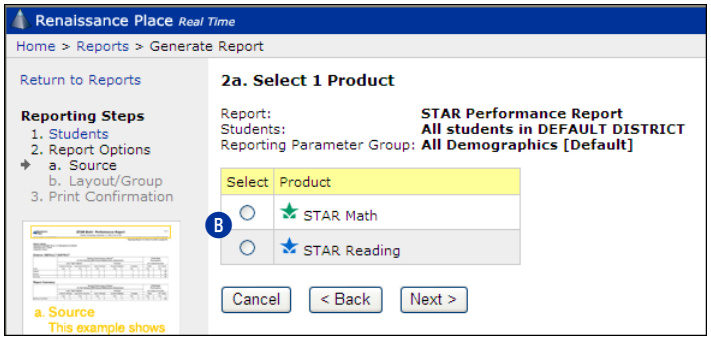
1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **STAR Performance**.
3. Click **Select** next to the district or a school that you want to create the report for.



A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or to students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or click **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 129.

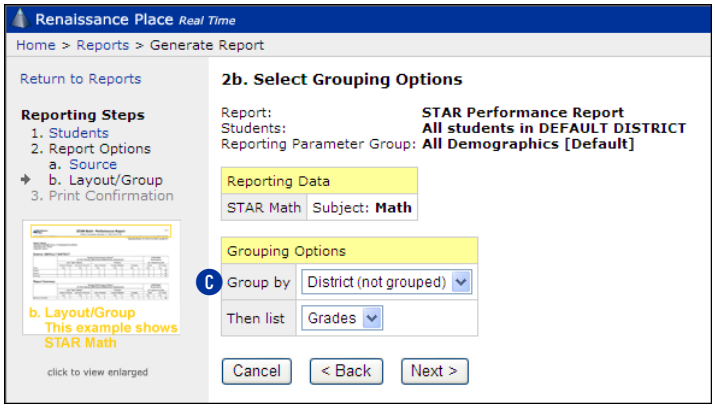
If you need to go back at any point, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

4. Select which product you want the report for **B**. (Only products for which data is available will be listed.) Click **Next >**.



Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, click the sample.*

5. On the next page, click the **Group by** drop-down list to choose how you want the information on the report grouped (C). Use the **Then list** drop-down list to choose what to list in the groups. Click **Next >** to continue.



6. The next page will list the information you have chosen to include on the report. Click **View Report** to see the report.
7. The STAR Performance Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

STAR Summary Report

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

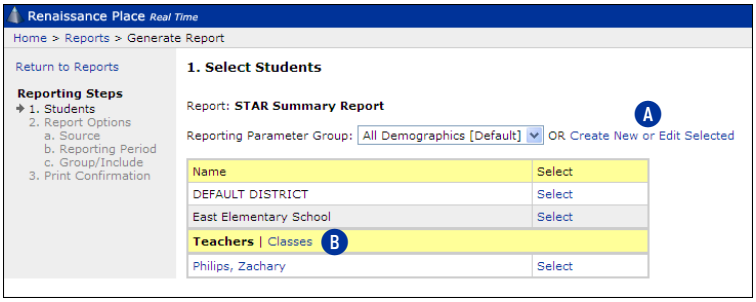
Learn more about capabilities on page 46.

The STAR Summary Report summarizes scores for one Renaissance Place STAR product that is available on the server for at least one school. You can print this report for STAR Reading, STAR Math, or STAR Early Literacy.

To choose the options for the report and print it, follow these steps:

1. Click **Consolidated Reports** under Renaissance Place on the Home page.
2. Click **STAR Summary**.

3. Click **Select** next to the district or the school, teacher, class, or student that you want to print the report for.

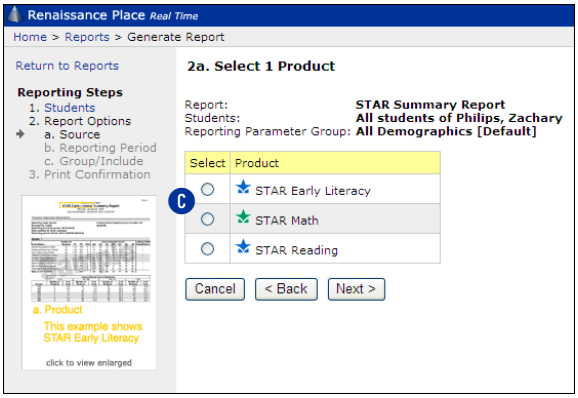


A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or click **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 129.

B If you click the name of a school, you will see the teachers or classes for that school listed. You can click **Classes** or **Teachers** under the list to choose what to view. If you're viewing teachers, you can then click a teacher name to see that teacher's classes.

On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

4. Choose the product that you want the report for C. Then, click **Next >**. (The list includes STAR products that are available on the server.)

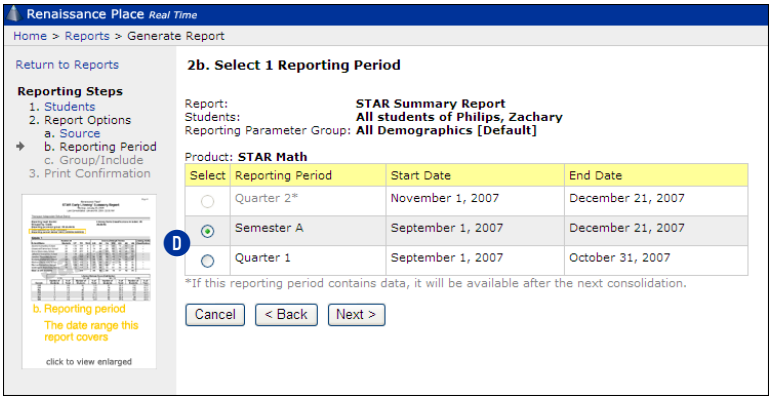


Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, click the report.*

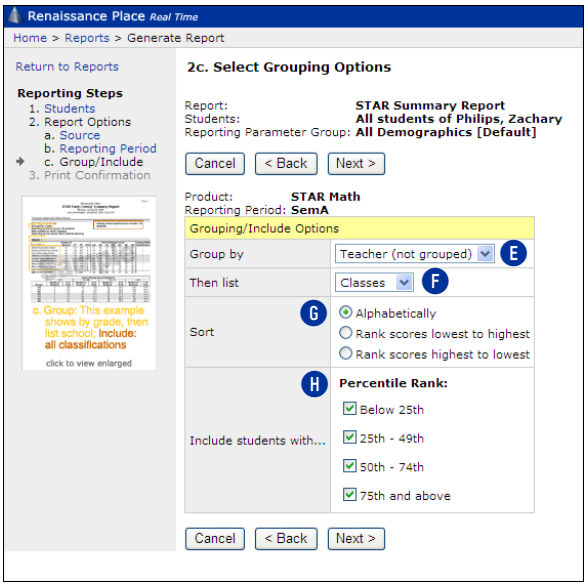
If you need to go back at any point during this procedure, *you can click* ***< Back*** *or click one of the steps on the left side of the page.*

5. Next, choose the reporting period you want to include (D). Click **Next >** to continue.

   To change the reporting periods that are available, see page 18 to add reporting periods, page 127 to change them, or page 128 to delete them.

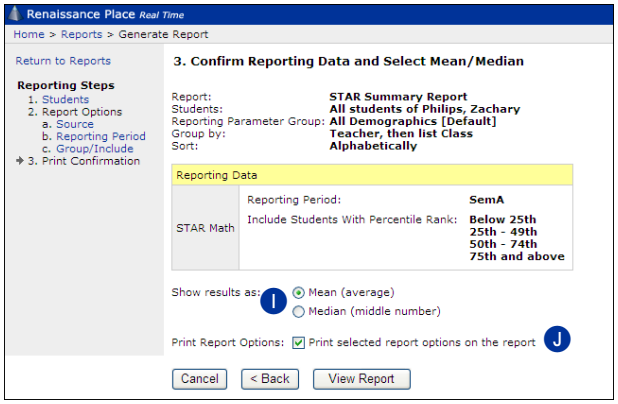


6. On the next page, click the **Group by** drop-down list (E) to choose how you want the information on the report grouped. Use the **Then list** drop-down list (F) to choose what to list in the groups.



7. Choose a sorting option (G). You can sort the items in each group alphabetically or by rank (from lowest to highest or highest to lowest).
8. Next, check the boxes next to the groups of students you want to include (H). For STAR Math and STAR Reading, you can choose the percentile ranks to include. For STAR Early Literacy, you can choose the literacy skills classifications.
9. Click **Next >** to continue.
10. The next page will list the information you have chosen to include. Now, click one of the options below this information to choose whether to show the mean or median scores (I). **Note:** Means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification.

11. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box J.
12. Click **View Report** to see the report.



13. The STAR Summary Report will open in a separate window. To print or save the report, click the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

What to Do If You Can't Print Consolidated Reports

If one or more Consolidated reports are in gray text and are not links, you'll see a note that explains why. (If specific reports aren't available, you'll see an asterisk next to the report.) The table below lists messages and what you can do to print the reports.

Error Message	Applicable Reports	Corrective Action
Reports cannot be generated until a reporting period is added and data is consolidated.	All Renaissance Place Consolidated reports	Add at least one reporting period (see page 18). To print the Customizable Progress Report, you'll need to add at least two reporting periods because that report compares scores in two reporting periods.
The Customizable Progress Report cannot be generated until an additional reporting period is added.	Customizable Progress Report	Add one more reporting period. See page 18.
This report cannot be run outside of the current year.	STAR Performance Report	If a past or future year is set as the current school year, this report will not run. Make sure that the current school year is one that includes the date you are trying to run the report on (today's date). See page 43.
Reports cannot be generated until data is consolidated.	All Renaissance Place Consolidated reports	You can either consolidate on demand (see page 123) or set up a schedule for consolidation (see page 124). Since these reports use consolidated data, you can't use them until after the first consolidation.
Data consolidation is in progress. Reports cannot be generated until it completes.	All Renaissance Place Consolidated reports	Wait until data consolidation finishes. When this happens, reports will be available again.
Report cannot be generated until one or more required products are registered.	Assessment Proficiency, Implementation Progress, Implementation Status, and STAR Summary Reports	You can't use the reports until the required products are registered. (These are listed under the description for each report.) If you don't plan to purchase the products listed, you don't need to use the reports since they report only on those products.
The Implementation Reports cannot be generated unless Accelerated Reader or Accelerated Math is registered.	Implementation Progress and Implementation Status Reports	

MANAGING DATA IMPORTS

Your school or district may have a database with student, personnel, and/or class information in it. Certain kinds of data files can be imported into Renaissance Place; the import methods differ based on the file types:

File Source/Description	Import Method
Student information exported from: • Renaissance Place (.xmldata) • A Renaissance Learning Desktop program (.exp)[a]	See "Importing Student Information from a Renaissance Place Export File or Renaissance Learning Desktop Program" on page 166.
Plain-text (.txt) files: • Created with a plain-text editor • Generated from a Student Information System (SIS)	See "Importing Other Data Files" on page 170.
Comma-separated value (.csv) files: • Created with a plain-text editor • Created with Microsoft Excel	
Microsoft Excel spreadsheets: • Standard (.xls) • XML-based (.xlsx)	
External Student Performance Data files: • .txt files exported from another program that you use • .xls files created with Microsoft Excel	Renaissance Learning will import your data for you; contact us for further information (support@renlearn.com).
Student Only Export files:[b] • .exp files from a Renaissance Learning Desktop application[a]	
Desktop Application Data from a Renaissance Learning desktop application database: • Basic user information from any Renaissance Learning Desktop application, including student/staff names and limited demographic information • Complete desktop application LIS (Learning Information Systems) assessment data, such as STAR Reading assessments • Assessment data from Accelerated Math 2.x, Accelerated Reader 5.x–6.x, Accelerated Vocabulary 1.x, MathFacts in a Flash 2.x, STAR Reading 2.x, STAR Math 1.x–2.x, and STAR Early Literacy 1.x • Accelerated Reader and/or Accelerated Vocabulary content from Desktop applications, including quizzes and preferences (such as TOPS report printing and TWI monitoring)	

a. Desktop software includes Accelerated Reader versions 5.x and 6.x, Accelerated Math versions 1.x and 2.x, MathFacts in a Flash version 1.x, STAR Early Literacy version 1.x, STAR Math versions 1.x and 2.x, and STAR Reading version 2.x.

b. The export file *must* be "Student Only" information.

Importing Student Information from a Renaissance Place Export File or Renaissance Learning Desktop Program

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

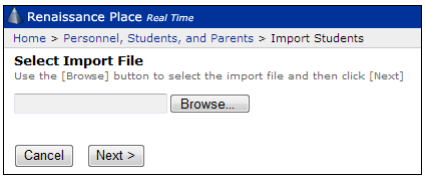
Learn more about capabilities on page 46.

***If you use Renaissance Place RT to import Accelerated Math or MathFacts in a Flash data**, you will have to transfer the assignment data into the students' classes; see the* Accelerated Math Software Manual *and/or the* MathFacts in a Flash Software Manual *for more information.*

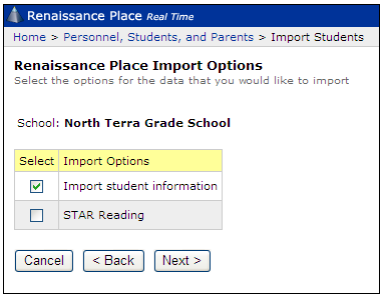
Note: If you are a school administrator and you have access to more than one school, use the **User Type** drop-down list on your Home page to choose your **School User** role at the school you want to work with *before* following these steps.

Follow these steps to import student information using Renaissance Place RT:

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Import Information** (under Related Student Tasks) on the Personnel, Students, and Parents page.
3. Click **Browse** or **Choose File** on the Select Import File page.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Select Import File
Use the [Browse] button to select the import file and then click [Next]
Browse...
Cancel
Next >

4. In the dialog window that opens, navigate to the file you want to import into your database and click it once to highlight it. Then, click **Open** or **Choose**.
5. Click **Next >** on the Select Import File page.
6. If you are the district administrator, the Select School page will open. Click the school you want to import the student information into.
7. If the Renaissance Place Import Options page opens, check the box for each type of information you want to import. By default, the **Import student information** box is *permanently* checked. You cannot change this. To import assessment and assignment data for different products, check the appropriate box for each product. To continue, click **Next >**.

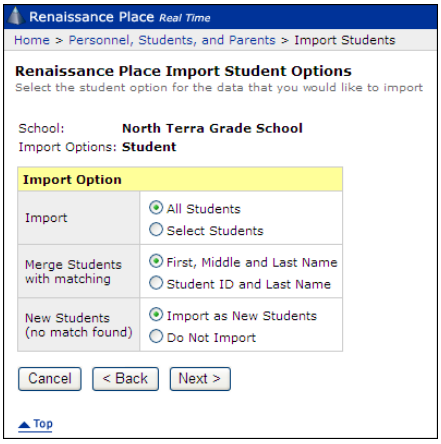

Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Renaissance Place Import Options
Select the options for the data that you would like to import
School: North Terra Grade School
Select
Import Options
Import student information
STAR Reading
Cancel
< Back
Next >

Next, follow the steps for your type of import:

- If you are importing a Renaissance Place export file (.xmldata), see "Importing a Renaissance Place Export File" on page 167.
- If you are importing a file from Renaissance Learning desktop software (.exp), see "Importing an Export File from a Renaissance Learning Desktop Product" on page 169.

Importing a Renaissance Place Export File

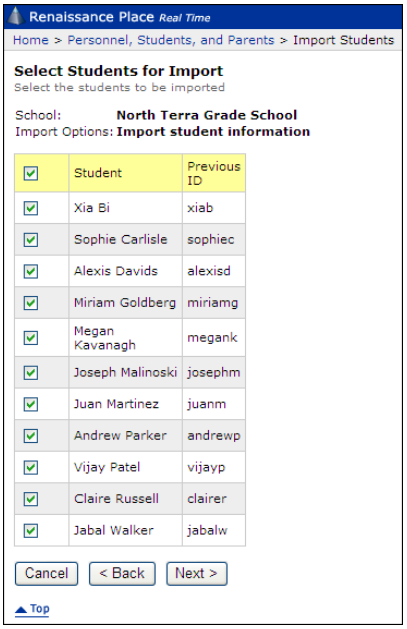
8. In the Import Student Options table, choose from the following options:


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Renaissance Place Import Student Options
Select the student option for the data that you would like to import
School: North Terra Grade School
Import Options: Student
Import Option
Import
All Students
Select Students
Merge Students with matching
First, Middle and Last Name
Student ID and Last Name
New Students (no match found)
Import as New Students
Do Not Import
Cancel
< Back
Next >
Top

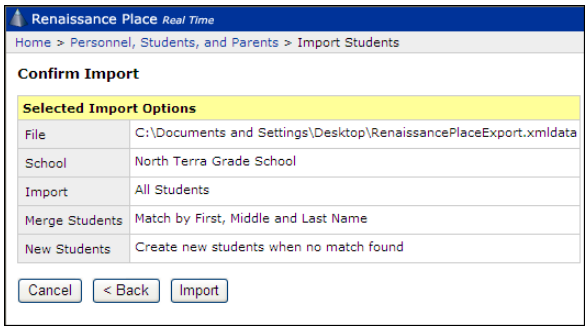
   - In the Import row, choose whether to import all students or to select the students to import.
   - In the Merge Students with matching row, choose what matching criteria should be used to see if a student being imported matches one already in Renaissance Place RT. Options are either first, middle, and last name *or* student ID and last name. **Note:** Graduation date is automatically part of the matching criteria.
   - In the New Students (no match found) row, choose what Renaissance Place RT will do if a student whose information is being imported doesn't match one in the database already: the student can either be imported as a new student or not imported at all.

   When you have made your selections, click **Next >**.

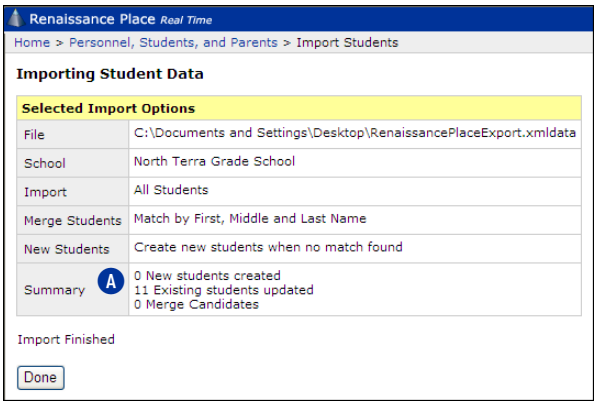
9. If you choose to select the students you want to import, the Select Students for Import page will open. All students are selected (checked) by default. Remove the check mark from the boxes next to students you do *not* want to import. (You can check or remove the check mark from all the boxes at once by clicking the box at the top of the column.) When you are ready to continue, click **Next >**.



10. The Confirm Import page opens, allowing you to double-check the options you have chosen for the import. To change an option, click **< Back**. If the options are correct, click **Import** to begin the import.

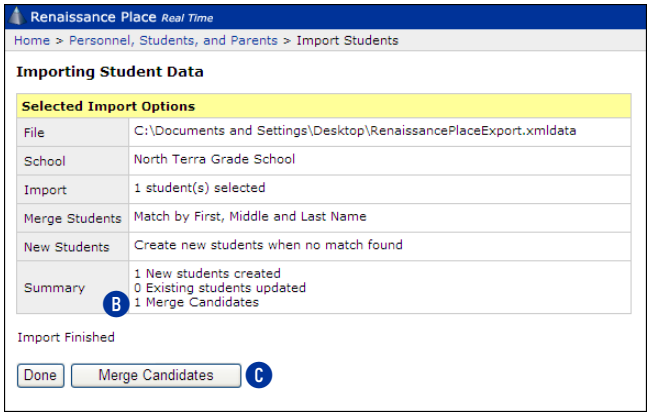


11. Once the import is complete, a confirmation message will appear, listing the number of student records that were created and updated (A).



If, during the import, Renaissance Place RT finds students whose information is similar but does *not* meet the matching criteria chosen in step 8, a new student record will be created and the summary will show it as a Merge Candidate (B). To view these records and decide whether or not to merge them, click **Merge Candidates** (C) and go to step 6 on page 72 (under "Merging Student Records").

12. Click **Done**.



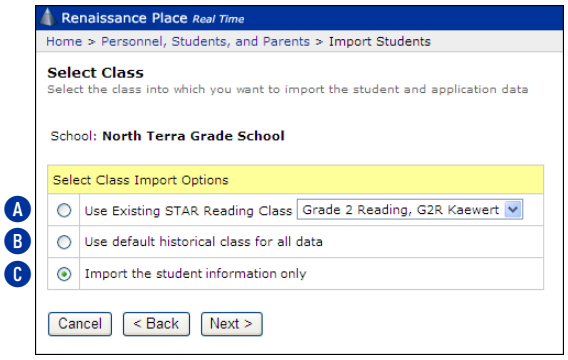
Importing an Export File from a Renaissance Learning Desktop Product

8. If the file comes from a Renaissance Place product that's not available on this server, the program will notify you. Skip ahead to step 9.

   If the file comes from a Renaissance Place product that is available on this server, click one of these three options:

   - **Use Existing Class** A: Click this option if you want to import the students and their assignment data into a specific class that you have set up for the program. Then, use the drop-down list to choose the class. This option isn't available if the import file has information for a product that isn't available or if classes aren't available for that product.
   - **Use default historical class for all data** B: Click this option if you want to import students and their assignment data into a generic class for historical data.
   - **Import the student information only** C: Click this option if you want to import the students, but not their work. The students will not be enrolled in classes after you import them, but you can enroll them in the appropriate classes manually (see page 88 to enroll one student in multiple classes, or page 27 to enroll multiple students in one class).

   After clicking an option, click **Next >**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Select Class
Select the class into which you want to import the student and application data
School: North Terra Grade School
Select Class Import Options
A
Use Existing STAR Reading Class
Grade 2 Reading, G2R Kaewert
B
Use default historical class for all data
C
Import the student information only
Cancel
< Back
Next >

9. Click **Start** to begin the import.
10. Click **Done** when the program notifies you that the import is complete.

Importing Other Data Files

File Preparation

Before you begin using Renaissance Place RT to import your data files, ***carefully*** read through "Appendix A: Preparing Files for Data Import" on page 199. This appendix has detailed instructions on how to prepare your files to make the import run as smoothly as possible.

Once the files have been prepared, follow the instructions in the next section.

Starting the Import

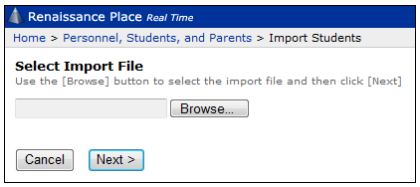
Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

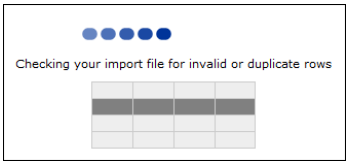
Learn more about capabilities on page 46.

Note: Only one person should be importing (or resuming an import for) a specific file at a time. If a second person begins to import the same file after the first person has started, the second person will "usurp" the import and force the original importer out of the Import Wizard. The same thing will happen if a single person tries to import the same file on two different machines at once: the import that was started first will be usurped by the second import.

1. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **Import Information** under Related Student Tasks.
3. Click **Browse** on the Select Import File page.
4. In the window that opens, navigate to the file you want to import and click it once to highlight it. Then, click **Open**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Select Import File
Use the [Browse] button to select the import file and then click [Next]
Browse...
Cancel
Next >

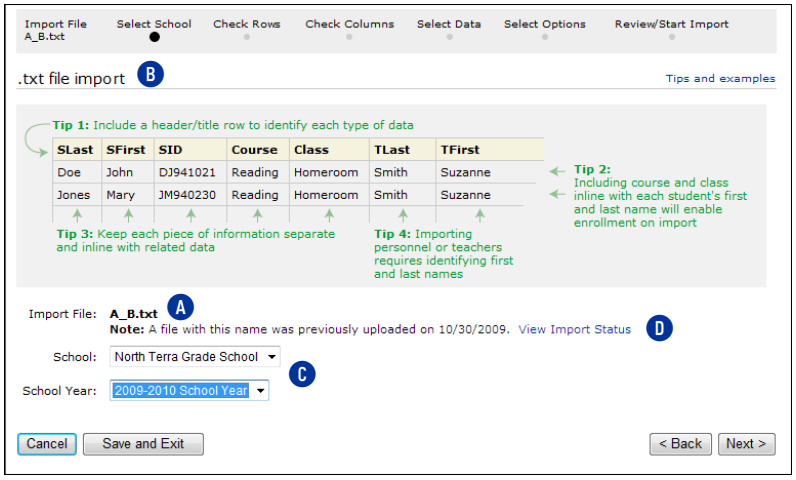
5. Click **Next >** on the Select Import File page. A progress window will open while the import file is validated (examined for empty rows or rows with invalid data). Once the file passes validation, the first page of the import wizard will open.



You can pause an import *at any time by clicking* ***Save and Exit*** *at the bottom of the page. You can resume importing the file any time in the next 60 days (see "Resuming an Import" on page 180).*

6. On the School Options page, the name of the file you have chosen to import will be shown (A), along with the type of file that it is (B). Choose the school and school year you want to import the data into from the **School** and **School Year** drop-down lists (C). If Renaissance Place RT only has one school year and/or one school in the database, they will automatically be entered here. You cannot import data until a school year is defined (see "Adding School Years" on page 40) and there is at least one school in the Renaissance Place RT database.

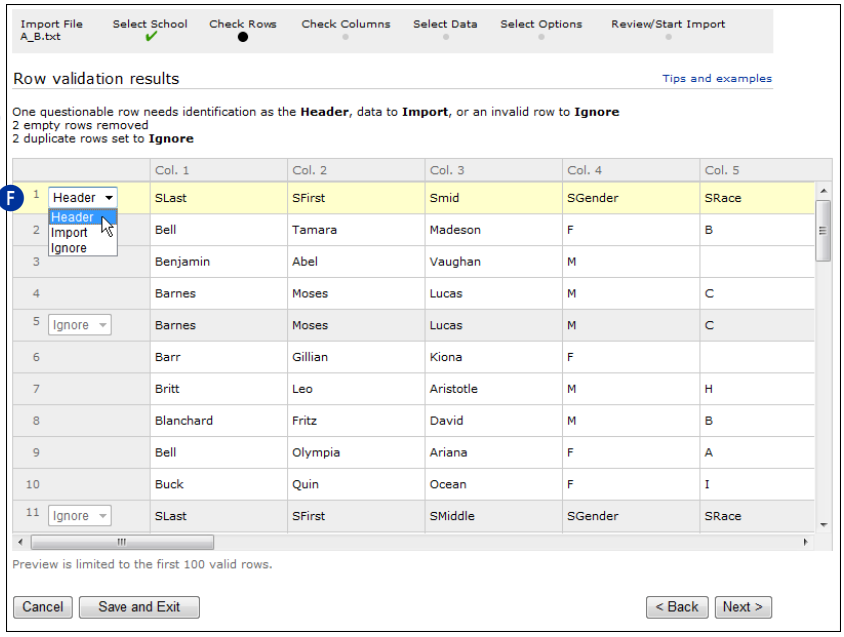
   If you have previously imported or begun to import a file with the same name, you will see an alert to that effect underneath the file name. Click **View Import Status** (D) to read details about that import (if finished) or to resume the import (if not finished; go to step 2 of "Resuming an Import" on page 180).


Import File A_B.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
.txt file import
B
Tips and examples
Tip 1: Include a header/title row to identify each type of data
SLast SFirst SID Course Class TLast TFirst
Doe John DJ941021 Reading Homeroom Smith Suzanne
Jones Mary JM940230 Reading Homeroom Smith Suzanne
Tip 2: Including course and class inline with each student's first and last name will enable enrollment on import
Tip 3: Keep each piece of information separate and inline with related data
Tip 4: Importing personnel or teachers requires identifying first and last names
Import File: A_B.txt
A
Note: A file with this name was previously uploaded on 10/30/2009. View Import Status
D
School: North Terra Grade School
School Year: 2009-2010 School Year
C
Cancel
Save and Exit
< Back
Next >

7. Click **Next >.**

> ***You can also get to the Import Status page*** *by clicking* ***View Import Status*** *under Related Student Tasks on the Personnel, Students, and Parents page.*

8. On the next page, you will see the results of the row validation from step 5. Rows with questionable data will be highlighted in yellow.



The row validation results *will have a scroll bar at the bottom if the table is too wide to fit on the page. Only the first 100 rows of data will be shown.*

Based on the validation results, one or more of the following messages may appear above the table (E):

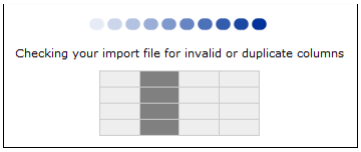
- **X empty row(s) removed:** One or more rows in the file have no data in them; these rows have been removed (they will not be imported, though they are still in the file).
- **X invalid row(s) set to Ignore:** One or more rows in the file have data, but the data is invalid. (For example, the row might have too many/too few items in it compared to the others.) These rows will be ignored during the import.

  Note: If your file uses mixed delimiters (tabs and commas, see “Delimiters” on page 200), the program will count which delimiter is used most often. Only rows using *that* delimiter will be imported; the other rows will be ignored.
- **X duplicate row(s) set to Ignore:** Two or more rows contained the same data. Only one of these rows will be included in the import; the duplicates will be ignored.

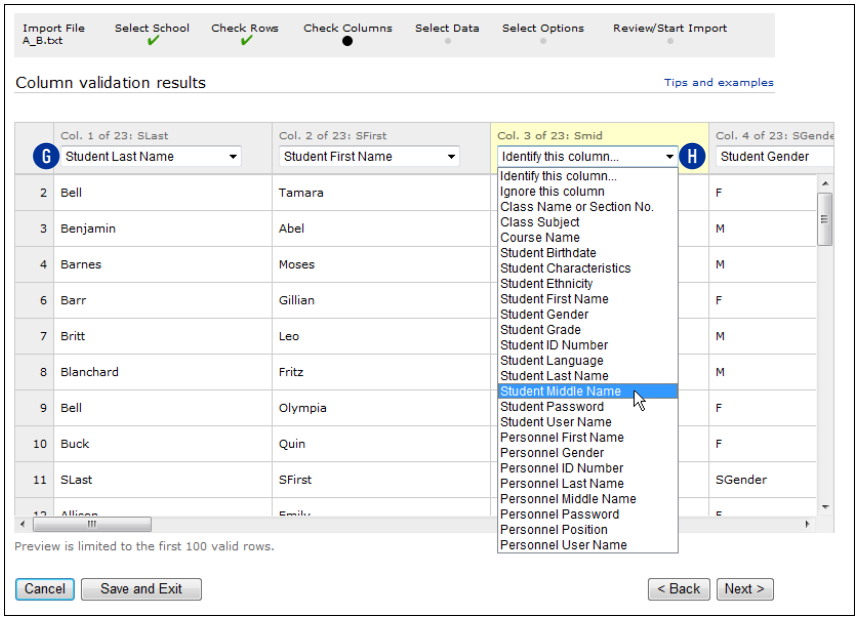
If Renaissance Place RT is unable to determine if the data in a row is valid or not, use the drop-down list for that row (in the left column (F)) to tell the software what to do with that row during the import:

- **Header** means that the row should actually be used as the header row, which tells the software what is included in each column (this row is not imported)
- **Import** means that the data in that row should be imported
- **Ignore** means that the data in that row should not be imported

9. Click **Next >.** A progress window opens while the import file is validated a second time (examined for columns with invalid data); once this is done, the next page of the import wizard opens.



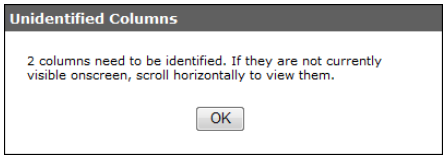
On the Column validation results page, the information in each row of data will be separated into columns. The top row will show the headers you are using for each column (if your data has a header row), along with a drop-down list showing what the program *believes* is the correct identification for the data in that column G. If the program cannot figure out what the data in a column is, **Identify this column** will be shown in the drop-down list H and the column header will be highlighted in yellow. Duplicate columns will automatically be set to **Ignore this column.**



***The column validation results** will have a scroll bar at the bottom if the table is too wide to fit on the page.*

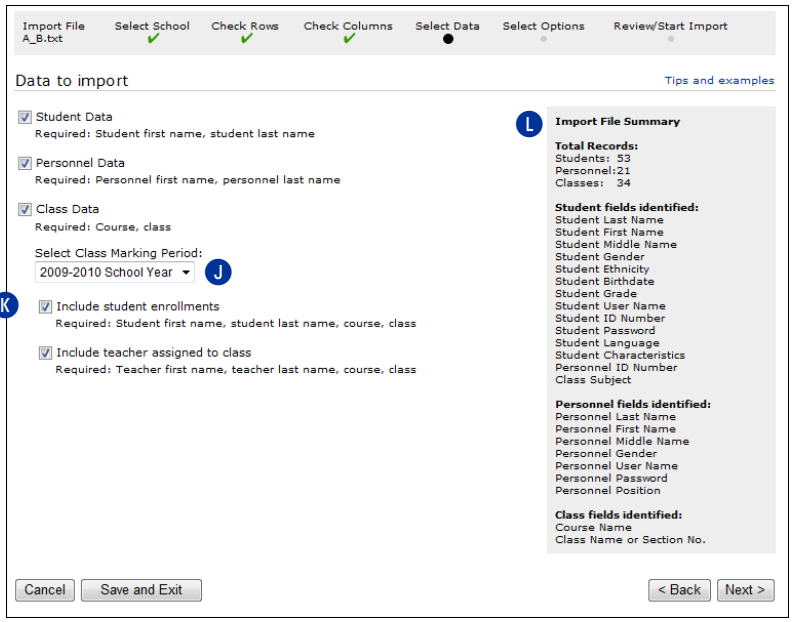
If the data in the column needs to be identified, or if the program has incorrectly identified the data, use the drop-down list to choose the correct identification. The list shows only the kinds of data that can be imported into Renaissance Place RT. If the data in a column is *not* one of these types, choose **Ignore this column** from the drop-down list.

The import cannot proceed until the data columns have been identified; an error message will stop you if there are still columns that require identification.


Unidentified Columns
2 columns need to be identified. If they are not currently visible onscreen, scroll horizontally to view them.
OK

10. Click **Next >.**
11. On the Data to import page, choose the types of information that you want to include in the import. The types of information that are present in the file will automatically be selected; you cannot select a data type to import that is *not* in the file.

12. Click **Next >**.



I The types of data in the file are automatically selected.

- If a data type is not present in the import file, that type cannot be selected.
- Remove the check mark from any data type that you do not want to import.
- Click **< Back** if you do not see the data type you want to import. Double-check the column validation results to make sure the data type *is* in the file.
- If the options you have chosen up to this point result in *no* valid data being left to import, you will be asked to review the data file.

J If the import file contains class data, you can change the marking period the data will be imported into using this drop-down list.

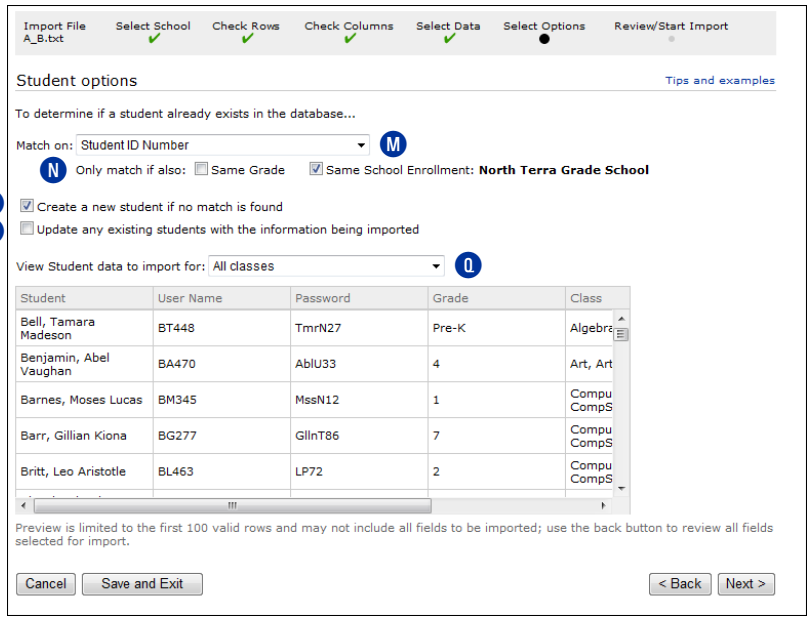
K If enrollment data has been included in the file, it can also be imported. Enrollment data is one row of data that includes a class and either a student, a personnel member, or both. See the table on the bottom of page 209 for an example of a file with enrollment data.

L This section shows a summary of the data found in the file—the number of records and what types of data have been identified.

Note: Remember that the program will automatically generate certain pieces of information if they are not present in the record; see table 1 on page 199.

13. When data is imported, it is possible that a record being imported will match a record already in the database. On the Student Options page, choose what criteria the program should use to determine if an imported student record matches an existing record.

14. After you have chosen your student options for matching, click **Next >.**



M The *primary* criteria for determining a match are chosen here, either **First, Middle, and Last Name; Student ID Number; Student ID Number and Last Name;** or **Student ID Number, First Name, and Last Name.** Note that Student IDs cannot be used as matching criteria if the records being imported don't have them.

N Additional (optional) criteria can be selected here. Check the appropriate boxes to have the students' grade **(Same Grade)** and/or school enrollment **(Same School Enrollment)** taken into account when determining a match.

Note that school year is taken into account if the **Same Grade** option is chosen. **Example:** If the current school year is 2008–2009, and you are importing John Robert Smith (who was in grade 3 during the 2006–2007 school year) into a school where there is *another* John Robert Smith (who, in the current school year, is in grade 5), they would be considered a match. The assumption is that in the two years from 2006 to 2008, the John Robert Smith whose record is being imported would have advanced two grades, moving him from grade 3 to grade 5.

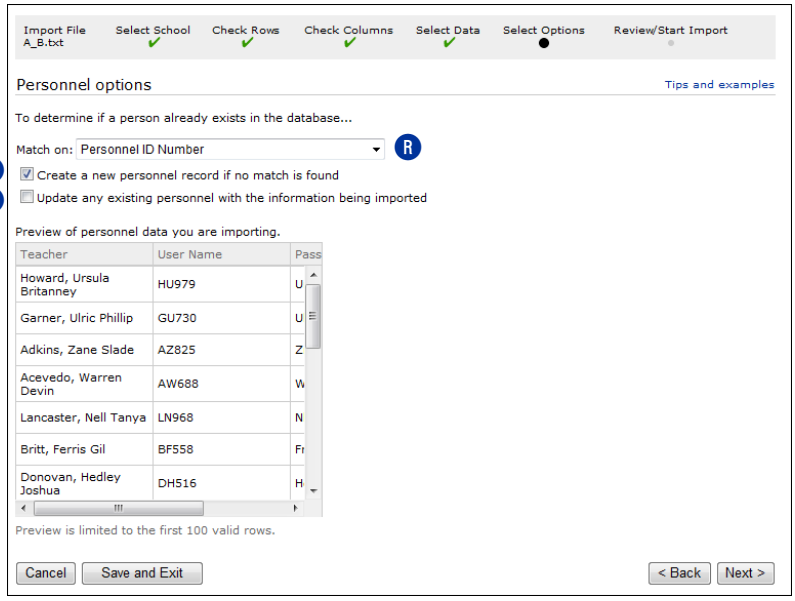
O Check the **Create a new student if no match is found** box if you want the program to automatically create a new student in the database if the data being imported does not match an existing student.

P Check the **Update any existing students with the information being imported** box if you want the program to update existing student information with the information being imported (when it finds a match).

Q If class data is included in the student records, you can use this drop-down list to see a preview of which students will be enrolled in which classes. If there is no class data included in the student records, this drop-down list will not appear on the page.

If you are importing to update enrollment records for a new school year, *and the students are already in Renaissance Place, check* ***Update any existing students with the information being imported****. Do* ***not*** *check "Create a new student if no match is found" to avoid creating duplicate students.*

15. On the Personnel options page, choose what criteria the program should use to determine if an imported personnel record matches an existing record.



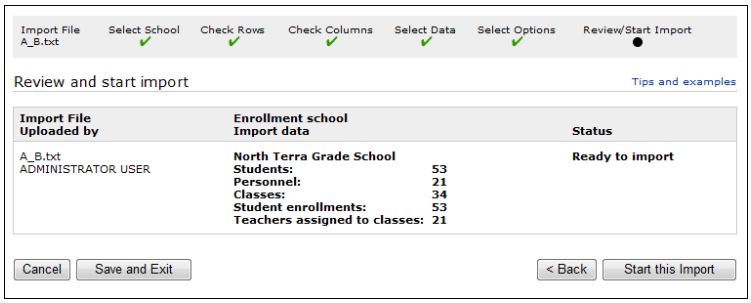
R The criteria for determining a match are chosen here: **First, Middle, and Last Name; Personnel ID Number; Personnel ID Number and Last Name;** or **Personnel ID Number, First Name, and Last Name.** Note that Personnel IDs cannot be used as matching criteria if the records being imported don't have them.

S Check the **Create a new personnel record if no match is found** box if you want the program to automatically create a new personnel record in the database if the data being imported does not match an existing personnel record.

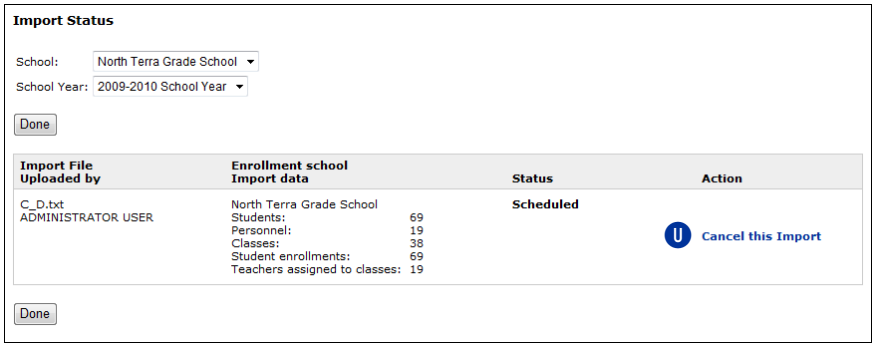
T Check the **Update any existing personnel with the information being imported** box if you want the program to update existing personnel information with the information being imported (when it finds a match).

16. After you have chosen your personnel options for matching, click **Next >.**

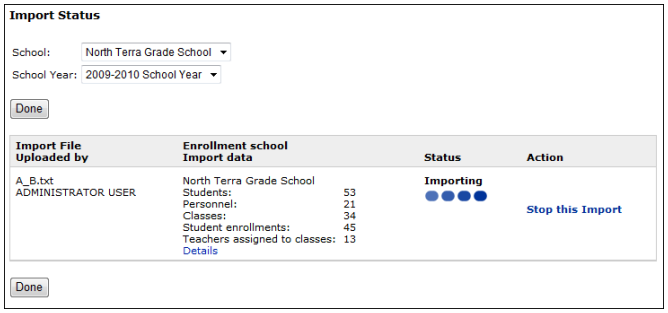
17. Review the information shown on the Review and start import page. The name of the file and the person importing it will be shown in the left-hand column. The center column shows the school where the data will be imported, along with a summary of the data. The Status column on the right will indicate if the import is ready to begin. *This is your last opportunity to change anything before starting the import;* click **< Back** if you need to return to any earlier stage of the process.



18. Click **Start this Import.**
19. For a *brief* moment, "Scheduled" may appear in the Status column before the import actually begins. If you wish to cancel the import, click **Cancel this Import** U.

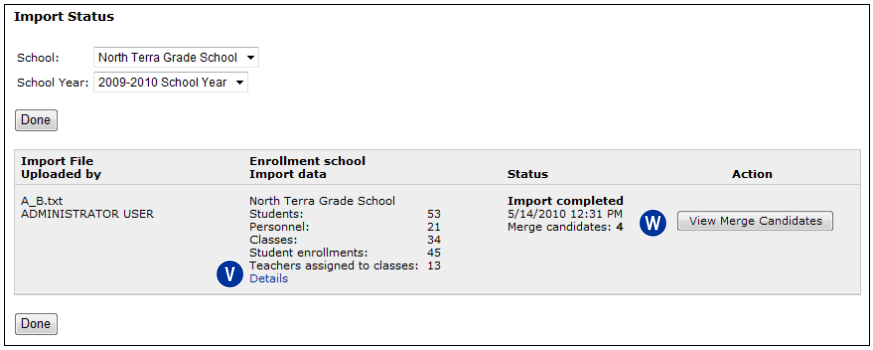


20. The Import Status window will show a progress meter while the import is taking place. If you want to stop the import before it is finished, click **Stop this import.** If you click **Stop this Import,** any data that was imported *before* you clicked it will still be in the database.



***An import stopped** by clicking **Stop this Import** cannot be resumed.*

21. When the import is complete, the Import Status window will show you the status of the import.



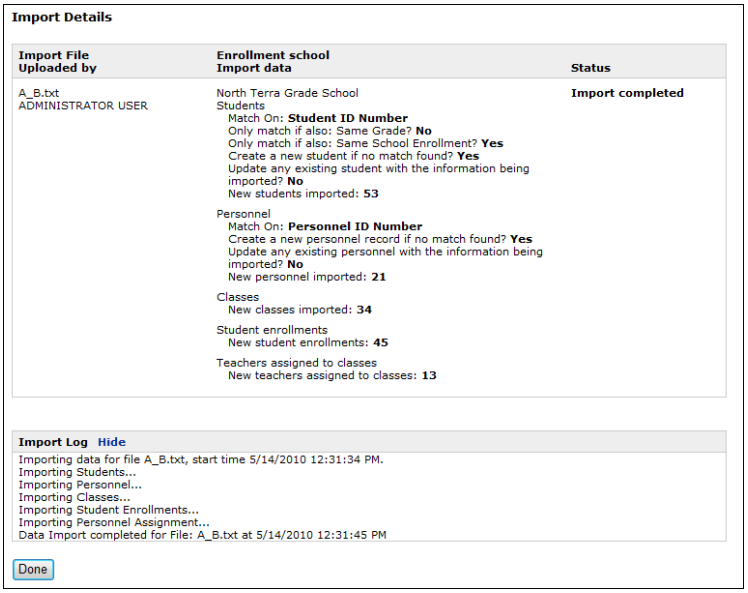
V Click **Details** for a more detailed description of the data that was imported, including the total number of records which were skipped or updated. The results of other recent imports will also be shown, along with any imports that need to be resumed or cancelled (the most recent results will be shown first). See the following section, "Import Details."

W The options you chose in step 13 told the program what to do if a student being imported matched one already in the database. If the program is not sure if two records match, they will be listed here as merge candidates. Click **View Merge Candidates** in the Action column to begin reviewing these possible matches (go to step 6 of "Merging Student Records" on page 72).

22. Click **Done** to finish the import.

Import Details

Click **Details** at the bottom of the Import Status page (see V above), to open the Import Details page (shown below), where you can see more information about the import.


Import Details
Import File
Uploaded by
Enrollment school
Import data
Status
A_B.txt
ADMINISTRATOR USER
North Terra Grade School
Students
Match On: Student ID Number
Only match if also: Same Grade? No
Only match if also: Same School Enrollment? Yes
Create a new student if no match found? Yes
Update any existing student with the information being imported? No
New students imported: 53
Personnel
Match On: Personnel ID Number
Create a new personnel record if no match found? Yes
Update any existing personnel with the information being imported? No
New personnel imported: 21
Classes
New classes imported: 34
Student enrollments
New student enrollments: 45
Teachers assigned to classes
New teachers assigned to classes: 13
Import completed
Import Log Hide
Importing data for file A_B.txt, start time 5/14/2010 12:31:34 PM.
Importing Students...
Importing Personnel...
Importing Classes...
Importing Student Enrollments...
Importing Personnel Assignment...
Data Import completed for File: A_B.txt at 5/14/2010 12:31:45 PM
Done

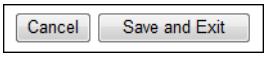
The second column provides more information about what happened during the import. Messages will have a number after them showing how many records the message applies to. Messages relating to problems during an import will appear in red.

When you are finished reviewing the import details, click **Done.**

Message	Meaning
Insertions	
New students imported	New students, personnel, and/or classes were imported into the database.
New personnel imported	
New classes imported	
New student enrollments	A new student has been enrolled in a class.
New personnel positions assigned	A new personnel member has been assigned to a class.
Updates	
Existing students updated	There was new information for a student, personnel member, or class that was already in the database. The old information has been updated with the new.
Existing personnel updated	
Existing classes updated	
Existing student enrollments updated	One or more students who where already in the database have had their class enrollment information updated.
Existing personnel positions assigned	One or more personnel members who where already in the database have had their class assignment information updated.
Non-Updates	
Students not updated (no match found)	You have either chosen to update existing student/personnel records but not create new ones (see O and P on page 175 and S and T on page 176), or you have chosen to create new records and *not* update existing ones and a match has been made to an existing record.
Personnel not updated (no match found)	
Student enrollments not updated	The student record is inactive, but there is enrollment data in it. Inactive records cannot be updated.
Teachers assigned to class not updated	The personnel record is inactive, but there is class assignment data in it. Inactive records cannot be updated.
Duplicates	
Merge candidates (potential duplicate students)	A student record being imported may match a record already in the database (see W on page 178).
Skipped/Warning/Error	
Caused by bad data, the user stopping the import, or other non-specific errors: • Students skipped • Students with warnings • Students with errors • Personnel skipped • Personnel assignments with warnings • Personnel with errors • Classes skipped • Classes with warnings • Classes with errors • Enrollments skipped • Enrollments with warnings • Enrollments with errors • Teachers with warnings • Position assignments skipped • Position assignments with errors	

Stopping an Import: Canceling vs. Saving

Each page in the import wizard has **Cancel** and **Save and Exit** buttons.



- If you need to make changes to the file after you have started importing it, click **Cancel.** This will stop the import; you will not be able to resume the import, but you *can* edit the file and then start the import over again from the beginning.
- If you need to temporarily stop the import process and you do *not* have to make any changes to the file, click **Save and Exit.** This will save the import at its current stage, and you (or another user) can resume the import later; see the following section, "Resuming an Import."

Resuming an Import

If at any point during an import you halt the process by clicking **Save and Exit,** the information and options you have entered up to that point will be saved. A saved import can be resumed within 60 days of the *original* date it was saved on. (Even if the import is saved, restarted on a later date, then saved again, the 60-day limit is calculated from the original save date, not the subsequent one.) After 60 days, the import will have to be started over again.

A saved import does not have to be resumed by the person who originally saved it.

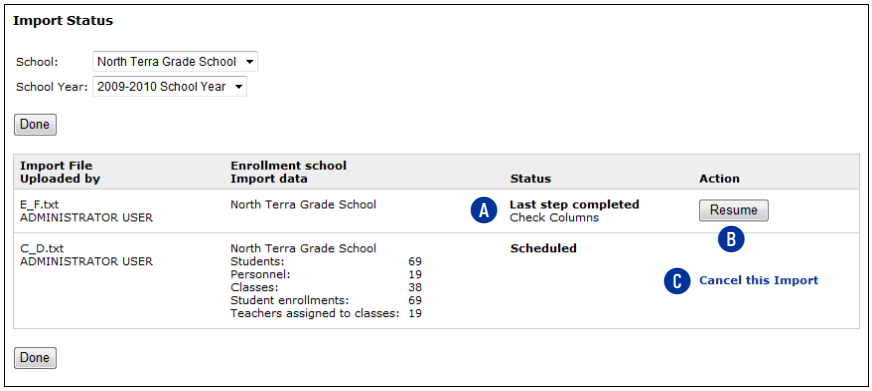
- A school administrator can resume an import saved by any other school administrator in that school.
- A district administrator can resume an import in any school in the district, regardless of who began it.

If a district administrator resumes an import that was saved by a school administrator and chooses a *different* school to import the data into (see step 6 on page 171), the saved import will no longer appear on the View Import Status page when a school administrator at the first school opens it.

To resume an import:

1. Click **View Import Status** under Related Student Tasks on the Personnel, Students, and Parents page.

2. The Import Status window shows you the status of all imports started or finished within the past 60 days.



A The Status column will show the last step of the import process that was completed before the import was stopped.

B Click **Resume** to continue the import wizard from the point where it was stopped.

C If the server is busy, and you would prefer to cancel the import, click **Cancel this Import.** The import will be saved and can be resumed later.

- To continue the import from the point it was stopped at, click **Resume** B. See the instructions for the step you return to:

Step Resuming From	Go to…	Step Resuming From	Go to…
Selecting a school and school year	Step 6 (page 171)	Selecting matching options for students	Step 13 (page 174)
Checking row validation results	Step 8 (page 172)	Selecting matching options for personnel members	Step 15 (page 176)
Checking column validation results	Step 9 (page 173)	Reviewing and starting the import	Step 17 (page 176)
Selecting data to import	Step 11 (page 173)		

- To cancel the import, click **Cancel this Import** C.
- If you would rather import data *without* resuming a saved process, click **Done.** You will return to the first page of the import wizard (see step 6 on page 171).

RENAISSANCE PLACE DASHBOARD

What Is the Renaissance Place Dashboard?

Click **Open Your Dashboard** (shown on the right) on the Home page to open the Renaissance Place Dashboard.

The Renaissance Place Dashboard is a Renaissance Place RT feature that gives administrators, staff, and teachers (both districtwide and schoolwide) a way to quickly get an overall view of how their school(s) are performing in several different areas.

Information Shown For…	Metrics Shown on Dashboard Home Page			
Accelerated Reader	**Success Index** Percent of students who averaged at least 85% on Reading Practice quizzes in the last 30 days.	**Participation** Percent of students who took at least one Reading Practice quiz in the last 30 days.	**Engaged Time**[a] An estimate of the number of minutes per day that students were actively engaged in reading practice during the school year to date.	**Totals** Books read and words read in the school year to date, based on passed Reading Practice quizzes.
Accelerated Math	**Success Index** Percent of students who averaged at least 85% on tests in the last 30 days.	**Participation** Percent of students with at least one assignment scored in the last 30 days.	**Engaged Time** An estimate of the number of minutes per day that students were actively engaged in learning and practicing math during the school year to date.	**Totals** Objectives mastered and tests scored based on regular and diagnostic tests.
KeyWords	**Participation** Percent of students who submitted at least one lesson on NEO in the last 30 days.		**Totals** Lessons passed and practices completed in KeyWords on NEO in the school year to date.	
MathFacts in a Flash	**Benchmarks** Percent of students that have mastered the benchmark level for their grade.		**Totals** Levels mastered and facts practiced based on all practices and tests taken.	
STAR Learning to Read[b]	**Probable Readers** Percent of K–3 students who have a Grade Equivalent (GE) score[c] of 1.9 or higher.		**Participation** Percent of K–3 students who took at least one STAR Early Literacy test or STAR Reading test during the school year to date.	

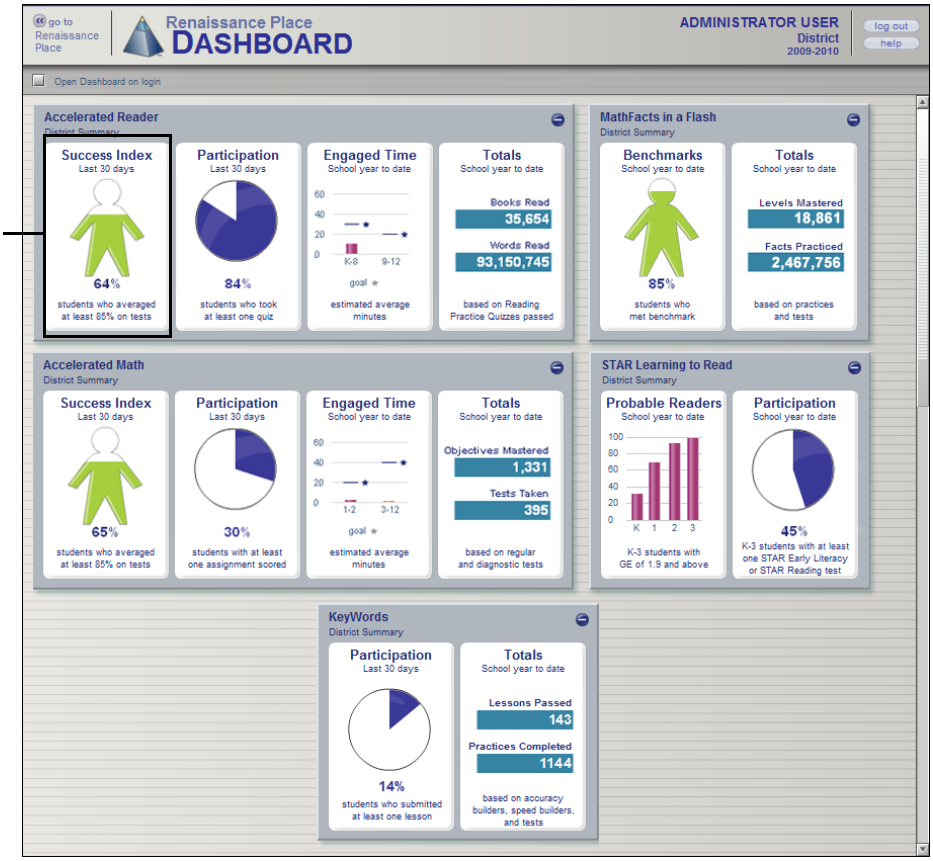
a. At least 15% of the students in a reporting group must have either a STAR Reading score or a STAR Early Literacy score before Engaged Time for Accelerated Reader can be calculated. A district's Engaged Time for Accelerated Reader can only be calculated if at least 15% of the students in the district have either a STAR Reading or STAR Early Literacy score. If any of the students in the reporting group have both STAR Reading *and* STAR Early Literacy scores, the STAR Reading score is used. To obtain the most accurate Engaged Time results for the reporting group we recommend administering STAR Reading or STAR Early Literacy to all of your students.

b. STAR Learning to Read gets its metrics data from STAR Early Literacy and/or STAR Reading, whichever a school or district is using. At least one of these products must be in use in order to see STAR Learning to Read metrics (Probable Readers and Participation).

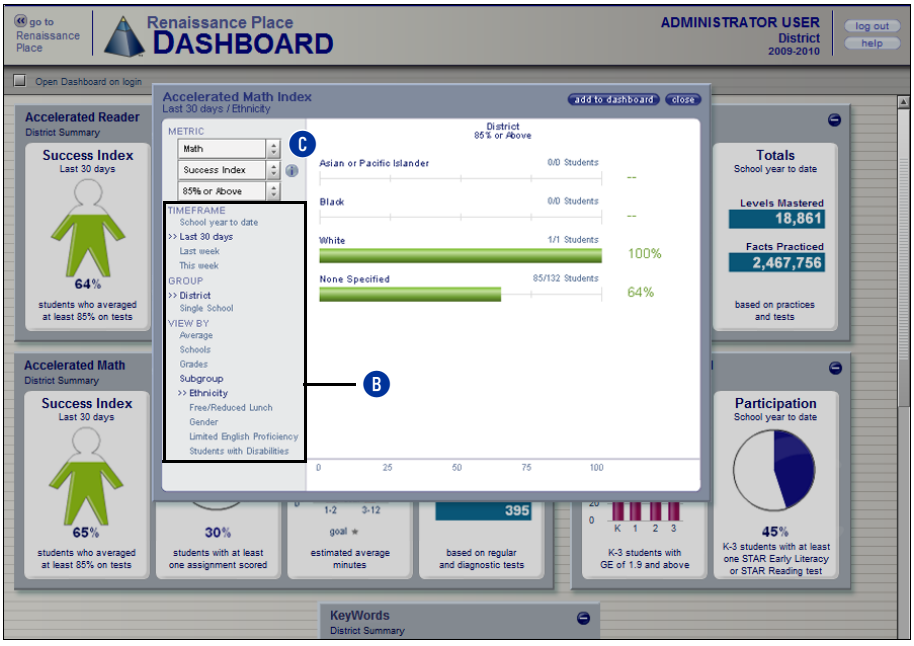
c. Grade Equivalent scores range from 0.0–12.9+. They represent how a student's test performance compares with that of other students nationally.

By clicking one of the buttons on the Dashboard home page A, users can create custom views of their own.

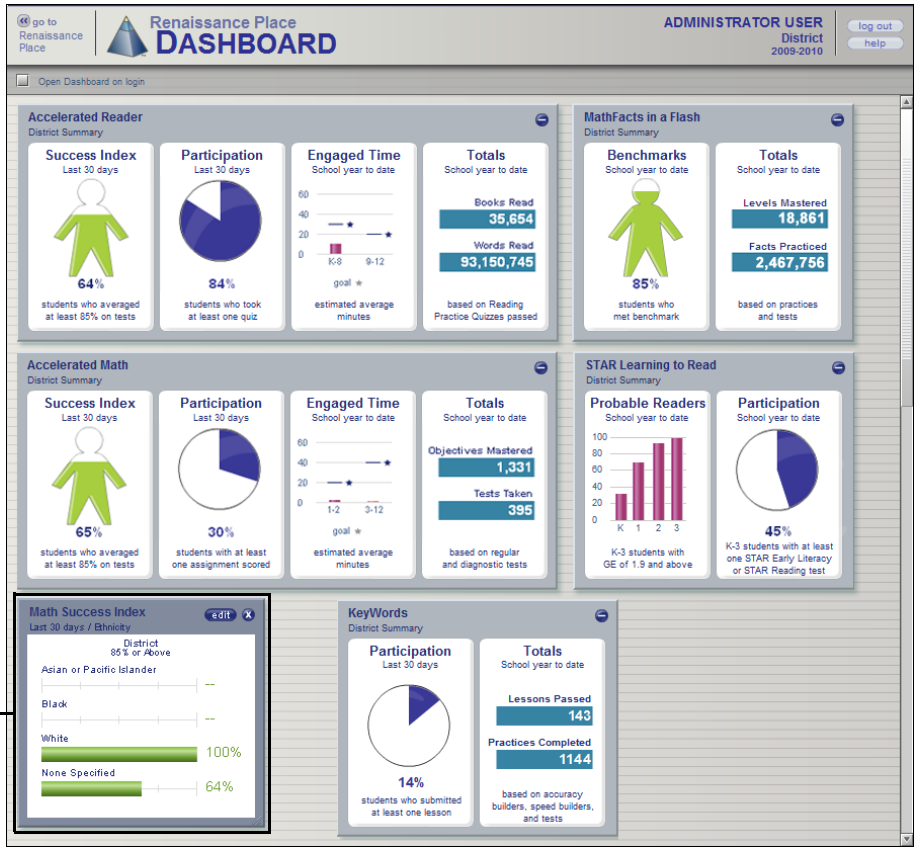
Clicking one of these white buttons A will take users to a page where they can see more in-depth, customizable data.



This sidebar menu B allows users to choose options. Click the information button C for detailed explanations of the metrics.



Once users have created one of these specialized views, they can save it as a resizable window (D) on their Dashboard home page, so that it will be visible to them every time they return to the Dashboard.



In this example, the user has created a custom window (D) showing the Math Success Index for the entire school district, spanning the last 30 days, grouped by student ethnicity.

At least one of the products that appear on the Dashboard (Accelerated Math, Accelerated Reader, MathFacts in a Flash, or STAR Early Literacy and/or STAR Reading) must be registered in order for a user to access Dashboard. (KeyWords is not registered. It is available when you have at least one other Renaissance Place product and when you activate your KeyWords schools.)

- District users will see the Dashboard button when at least one of these products is registered for one or more schools in their district.
- School users will see the Dashboard button when at least one of these products is registered for one or more schools they are assigned to.
- Teachers will see the Dashboard button when at least one of these products is registered for one or more schools they are assigned to and they are a teacher for at least one class with that product.

For more information about using Dashboard, view the Help files by clicking **help** in the upper-right corner of the Dashboard.

You must have the Adobe Flash Player installed to use the Dashboard. *If you do not have the player installed, click* ***Go to Dashboard*** *on the Home page and then click* ***Install*** *to begin installation of Adobe Flash Player.*

WIDGETS

A widget is a few lines of HTML code that you can add to a website to display students' Renaissance Place RT data. Widgets are a fun, visual way to display up-to-date information. Use widgets to share students' Accelerated Reader Quiz activity with staff, students, parents, and the community. Five themes allow you to customize the appearance of the widget.

Widgets can be created to display Nationwide, District, or School data. You can also view widgets on an iPhone™ or iPod touch® by downloading the K12 Activity app from the App Store℠.

The widget shows the following information:

- Whether it is a Nationwide, District, or School Widget
- Number of books read in timeframe (from passed quizzes)
- Number of words read in timeframe (from passed quizzes)
- The timeframe (daily, weekly, monthly, or year-to-date) during which these numbers are gathered
- Titles of recently read books representing the most recent Accelerated Reader Quizzes passed in your district, school, or grade

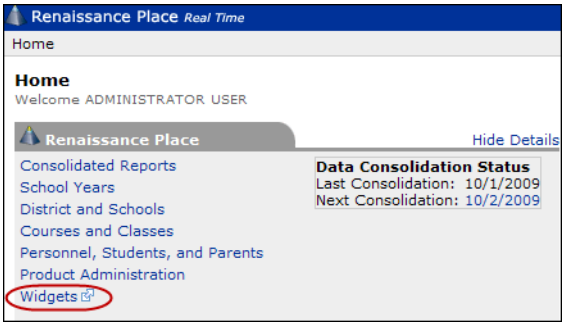
Where to Find Widgets

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

District administrators can click **Widgets** under Renaissance Place on the Home page. You will go to the Widgets website where you can create widgets in the gallery.



For more information about using Widgets, click the **About** tab and review the Help or Frequently Asked Questions on the Widgets website.

Subscriptions and Student Capacity

The sections on the following pages describe how to view subscription and student capacity information about your registered products.

About Student Capacity

If you purchase additional student capacity *from Renaissance Learning, or when you renew your subscription, Renaissance Learning will automatically update the software once the order has been processed.*

Each of the Renaissance Place products you have registered has a student capacity. The student capacity is the number of students who can use the product during the subscription period or during the school year, depending on the type of license your district or school purchased.

There are two ways that you can purchase or allocate your student capacity for each product:

- **District-shared capacity** is used on a first-come, first-served basis no matter how many schools you have or how many students there are per school. Each student counts against the *total* used student capacity limit only once, even if that student works in the product in more than one school using district-shared capacity.
- **School-level capacity** ties a set student capacity to each school using the product. In this mode, a student who is in more than one school counts against the limit for *each* school using school-level capacity where the student works in the product.

See page 188 for an example of how students enrolled in more than one school can affect student capacity used.

Viewing Subscription and Capacity Information

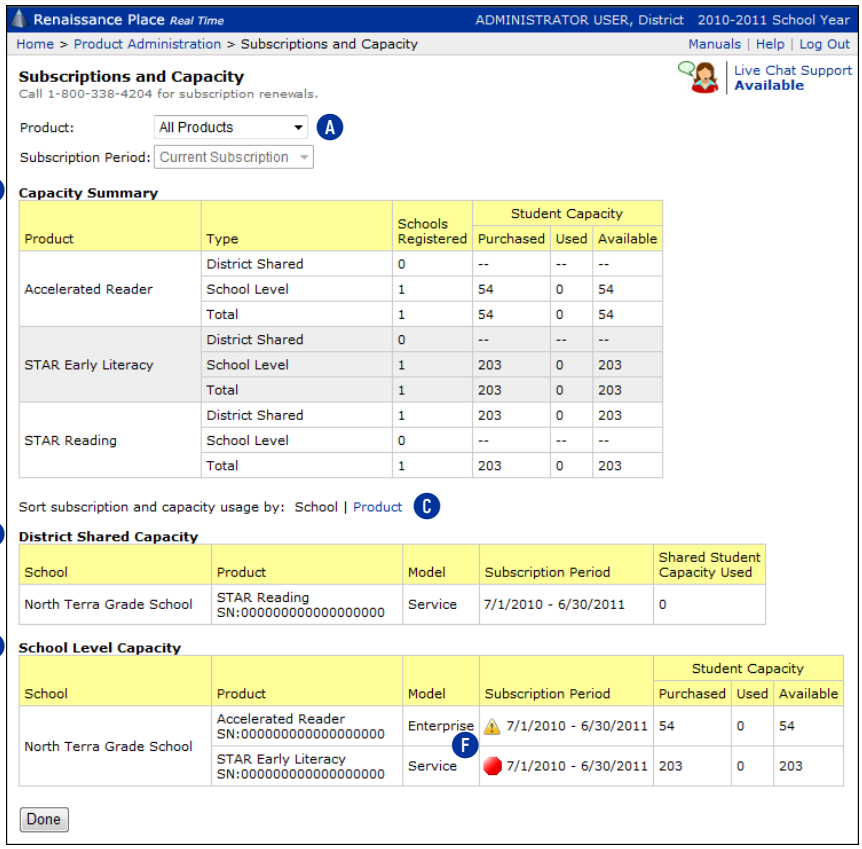
Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 46.

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **View Subscriptions and Capacity** on the Product Administration page.
3. The View Subscriptions and Capacity page shows the products your school and/or district has registered and has subscriptions for, along with the current student capacity allocations for those subscriptions. The default view is for all products within the current subscription period; use the **Product** and **Subscription Period** drop-down lists to change the data you are viewing.

4. When you have finished viewing the information, click **Done**.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2010-2011 School Year
Home > Product Administration > Subscriptions and Capacity
Manuals | Help | Log Out
Live Chat Support Available
Subscriptions and Capacity
Call 1-800-338-4204 for subscription renewals.
Product: All Products
A
Subscription Period: Current Subscription
B
Capacity Summary
Product | Type | Schools Registered | Student Capacity: Purchased | Used | Available
Accelerated Reader | District Shared | 0 | -- | -- | --
Accelerated Reader | School Level | 1 | 54 | 0 | 54
Accelerated Reader | Total | 1 | 54 | 0 | 54
STAR Early Literacy | District Shared | 0 | -- | -- | --
STAR Early Literacy | School Level | 1 | 203 | 0 | 203
STAR Early Literacy | Total | 1 | 203 | 0 | 203
STAR Reading | District Shared | 1 | 203 | 0 | 203
STAR Reading | School Level | 0 | -- | -- | --
STAR Reading | Total | 1 | 203 | 0 | 203
Sort subscription and capacity usage by: School | Product
C
D
District Shared Capacity
School | Product | Model | Subscription Period | Shared Student Capacity Used
North Terra Grade School | STAR Reading SN:00000000000000000000 | Service | 7/1/2010 - 6/30/2011 | 0
E
School Level Capacity
School | Product | Model | Subscription Period | Student Capacity: Purchased | Used | Available
North Terra Grade School | Accelerated Reader SN:00000000000000000000 | Enterprise | 7/1/2010 - 6/30/2011 | 54 | 0 | 54
F
North Terra Grade School | STAR Early Literacy SN:00000000000000000000 | Service | 7/1/2010 - 6/30/2011 | 203 | 0 | 203
Done

A Use the **Product** and **Subscription Period** drop-down lists to choose the products and time periods you want to view subscription and capacity information for. (The defaults are to view **All** products in the **Current** period. You cannot view information for past subscription periods.)

B The Capacity Summary table shows the current student capacity for each subscribed and registered product.

- The schools registered total is the sum of schools that have the product registered for district-shared and school-level capacity.
- Student capacity shows the capacity purchased, the capacity used, and the capacity remaining.

C Click **School** or **Product** to change the sort order for the information in the District Shared Capacity and School Level Capacity tables. (The examples shown here are sorted by school.)

D The District Shared Capacity table shows which schools have a registered product using district-shared capacity, the name and serial number of the product, the license model (Service or Enterprise), the length of the subscription period, and the number of student capacity "seats" being used.

E The School Level Capacity table shows which schools have a registered product using school-level capacity, the name and serial number of the product, the license model (Service or Enterprise), the length of the subscription period, and the number of student capacity "slots" which have been purchased by the school, how many are being used, and how many are still available.

F If the subscription period for a product is nearing its end, an alert will appear in the table. See "Alerts" on page 4.

Additional Information About the Subscription and Capacity Tables

- If you are using *only one* type of allocation for all products (district shared or school level), the *other* allocation type and the "total" data will not be shown on the View Subscriptions and Capacity page.
- Products only appear on the View Subscriptions and Capacity page when one or more schools have the product registered.
- KeyWords will only appear in the School Level Capacity table, and will always have a subscription period and capacity of "Unlimited."

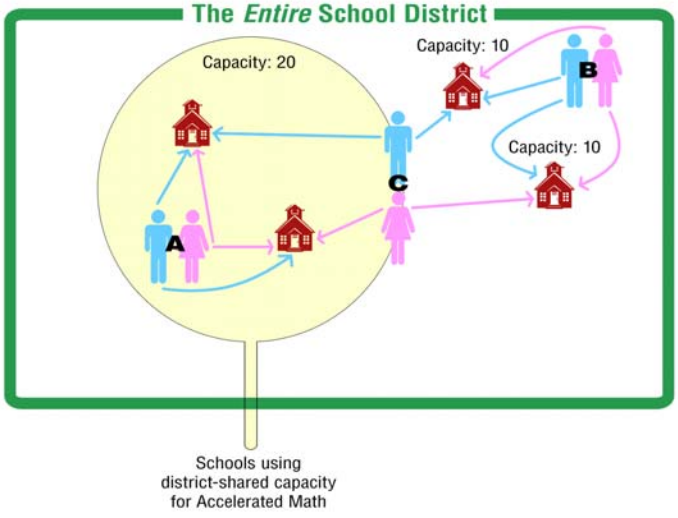
Students Enrolled in Multiple Schools

Students may be enrolled in more than one school, and may use the same product in each school. The total student capacity used is calculated differently depending on the capacity allocation method used:

- Students enrolled in multiple schools that use a district-shared capacity are only counted *once* against capacity used among those schools.
- Students enrolled in multiple schools that use a school-level capacity are counted once against capacity used at *each* school.
- Students enrolled in both district-shared capacity schools and school-level capacity schools are counted *once* for all district-shared capacity schools and once for *each* school-level capacity school.

Example: Two schools within a school district use district-shared capacity for Accelerated Math, sharing 20 users between the two schools. Two more schools in the district each have their own school-level capacity for Accelerated Math, each school allowing 10 users.

There is a group of six multi-enrolled students: two **(A)** are enrolled at both of the district-shared capacity schools, two **(B)** are enrolled at both of the school-level capacity schools, and the last two **(C)** are split, each enrolled at one district-shared capacity school and at one school-level capacity school.



Assuming the students all use Accelerated Math in their schools, the capacity summary would be calculated like this:

Product	Type	Schools Registered	Student Capacity		
			Purchased	Used	Available
Accelerated Math	District Shared	2	20	4	16
	School Level	2	20	6	14
	Total	4	40	10	30

SETUP AND MAINTENANCE

The Setup and Maintenance links let you:

- download supporting software (see page 30)
- manage live chat support availability (see page 7)
- use the Data Editing Restrictions preference to limit editing of information on the server (see the instructions below)

Set the Data Editing Restrictions Preference

Who Can Do This?

☑ District Administrators
☐ District Staff
☐ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 46.

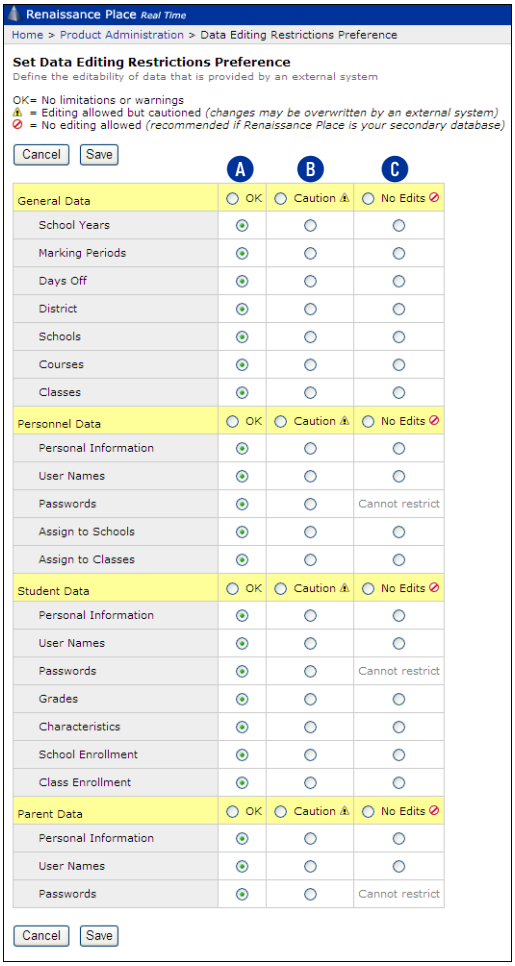
The district administrator can follow these steps to limit the information that can be changed or added in Renaissance Place RT, including information about the district, schools, school years, personnel, students, parents, courses, or classes.

This feature is useful if you are using SIF (Schools Interoperability Framework) or RDI (Renaissance Data Integrator), synchronizing information in your Renaissance Place RT database with the information in another database. You may want to limit editing in Renaissance Place RT because you regularly update this information from the primary database.

Follow these steps to restrict or warn users who are attempting to edit data:

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **Set Data Editing Restrictions Preference** under Setup and Maintenance on the Product Administration page.

3. For each of the items on the next page, you have three choices:
   - **OK** (A): Click this option to allow editing without restrictions or warnings. This is the default option, and it is the one you should use if you are not updating the information from another source.
   - **Caution** (B): Click this option by any item to allow your personnel to edit the data. Users will see ⚠ next to items they try to edit to remind them that changes may be erased when the data is synchronized to the primary database.
   - **No Edits** (C): Click this option by any item to prevent changes to it. Users will see ⊘ next to items they cannot edit, and the links will not be available.
4. Click **Save** when you have finished making changes.



Access and Security

The following procedures describe how to control access to your server to keep it secure. You can set how many unsuccessful logins are allowed before an account is locked, limit access to your server to computers with certain IP addresses, determine if students can search for their user names, require parents who request access to answer a security question, and view and respond to parent requests for access to the server.

Set Login Attempts Allowed

Who Can Do This?

- ☑ Server Administrator
- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

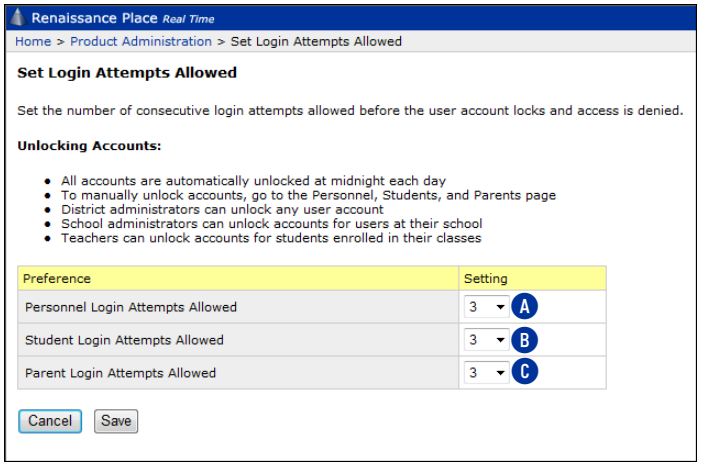
Learn more about capabilities on page 46.

To prevent those who don't have user names and passwords from using someone else's user name and guessing the password, Renaissance Place RT will lock a personnel, student, or parent account if someone tries to log in with the wrong password too many times in a row. When an account is locked, that person cannot log in. Renaissance Place RT automatically unlocks all locked accounts at midnight daily, but you can also clear locks manually as needed. To find the steps for unlocking accounts:

- For personnel, see page 67.
- For students, see page 97.
- For parents, see page 106.

The default limit for incorrect passwords is three. By following these steps, you can change this limit or choose to turn the limit off so accounts never become locked.

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **Set Login Attempts Allowed** under Access and Security on the Product Administration page.
3. In each drop-down list, choose the number of login attempts to allow (for personnel A, students B, and parents C), or choose **Off** if you don't want this type of account to ever be locked.


Renaissance Place Real Time
Home > Product Administration > Set Login Attempts Allowed
Set Login Attempts Allowed
Set the number of consecutive login attempts allowed before the user account locks and access is denied.
Unlocking Accounts:
All accounts are automatically unlocked at midnight each day
To manually unlock accounts, go to the Personnel, Students, and Parents page
District administrators can unlock any user account
School administrators can unlock accounts for users at their school
Teachers can unlock accounts for students enrolled in their classes
Preference
Setting
Personnel Login Attempts Allowed
3
A
Student Login Attempts Allowed
3
B
Parent Login Attempts Allowed
3
C
Cancel
Save

4. Click **Save** to save your changes.

Security Options for Students and Parents

Who Can Do This?

- ☑ Server Administrator
- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 46.

Renaissance Place RT has four settings that deal with the access your students and parents have to the program:

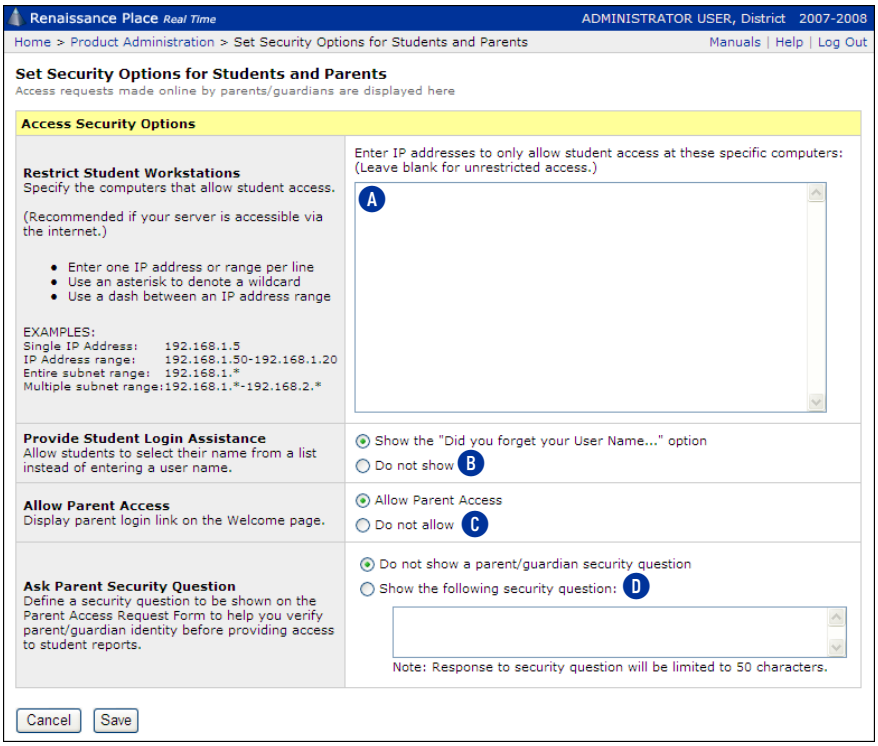
- **Restrict Student Workstations:** This setting allows you to identify which computers should be able to access Renaissance Place RT. If you don't specify IP addresses for the computers you want students to use, students may be able to access the program from any computer that has an Internet connection—even from home.
- **Provide Student Login Assistance:** If a student forgets his or her user name, the student can click **Find User Name** to find it. This setting allows you to turn this link off so that students will be unable to search for user names (their own or others').
- **Allow Parent Access:** This setting determines whether or not parents are allowed to log in to Renaissance Place RT. If **Do Not Allow** is chosen, the Renaissance Place Real Time Welcome screen will not provide a link for parents to click so they can log in to the software, even if they have a user name and password. Only links allowing students and teachers/administrators to log in will be shown.
- **Ask Parent Security Question:** This setting allows you to require an answer to a security question when parents request access to the program (see page 101 to find out how parents request access). All parents will be asked the same question. The answer to the security question can help you make sure that the student's parent or guardian is really the person requesting access. (Information that you have on file may help you decide what question to ask.)

Follow these steps to change the security settings:

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **Set Security Options for Students and Parents** under Access and Security on the Product Administration page. The Set Security Options for Students and Parents page opens.
3. If you want to limit the locations where students can access the Renaissance Place RT software, enter the IP addresses of computers that should have access (A) for the Restrict Student Workstations setting. (See the left-hand column for guidelines.) If you don't want to restrict access, do not enter any IP addresses.

   Note: Be sure to use the external, not internal, IP addresses when you set the restrictions. For more help with this, see the Knowledge Base article at http://support.renlearn.com/techkb/techkb/6873121e.asp.

Restricting student work to your school IP addresses is strongly recommended. *If you do not enter IP addresses to restrict where student work is allowed, students can quiz from any computer connected to the internet, even from home, which is a violation of your site license.*


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Product Administration > Set Security Options for Students and Parents
Manuals | Help | Log Out
Set Security Options for Students and Parents
Access requests made online by parents/guardians are displayed here
Access Security Options
Restrict Student Workstations
Specify the computers that allow student access.
(Recommended if your server is accessible via the internet.)
Enter one IP address or range per line
Use an asterisk to denote a wildcard
Use a dash between an IP address range
EXAMPLES:
Single IP Address: 192.168.1.5
IP Address range: 192.168.1.50-192.168.1.20
Entire subnet range: 192.168.1.*
Multiple subnet range:192.168.1.*-192.168.2.*
Enter IP addresses to only allow student access at these specific computers: (Leave blank for unrestricted access.)
A
Provide Student Login Assistance
Allow students to select their name from a list instead of entering a user name.
Show the "Did you forget your User Name..." option
Do not show
B
Allow Parent Access
Display parent login link on the Welcome page.
Allow Parent Access
Do not allow
C
Ask Parent Security Question
Define a security question to be shown on the Parent Access Request Form to help you verify parent/guardian identity before providing access to student reports.
Do not show a parent/guardian security question
Show the following security question:
D
Note: Response to security question will be limited to 50 characters.
Cancel
Save

4. If you don't want students to be able to search for user names, select **Do not show** for the Provide Student Login Assistance setting B. (For more information about how students search for user names, see page 35.)
5. If you don't want parents to be able to log in to Renaissance Place RT, select **Do not allow** for the Allow Parent Access setting C.
6. If you want to require parents who request access to the program to answer a security question, select **Show the following security question** D for the Ask Parent Security Question setting and enter the question in the blank field below.
7. Click **Save** to save your changes.

Process Access Requests from Parents

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

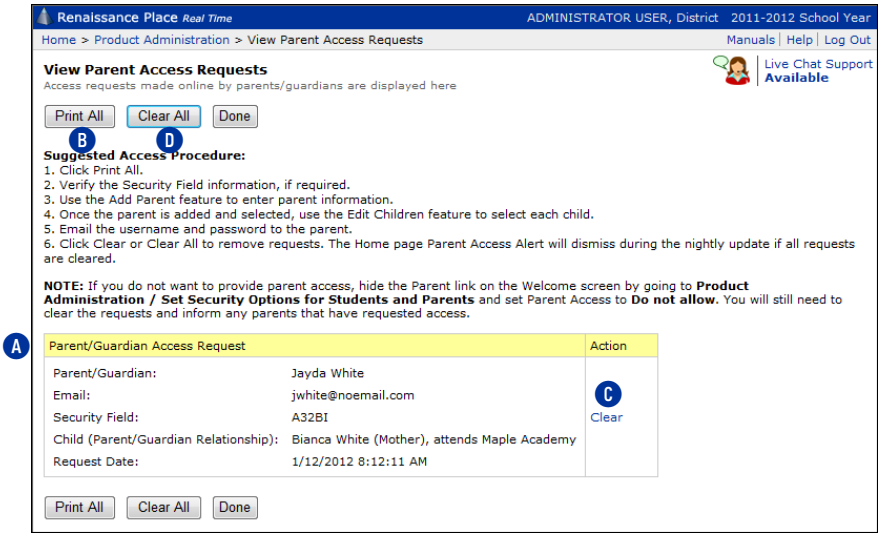
Learn more about capabilities on page 46.

Parents and guardians automatically have access to Renaissance Place RT when you:

- Add the parents in the software (see page 100)
- Assign children to the parents (see page 104)
- Give the parents the address to the server and their user names and passwords (you set the user name and password when you add the parents)

If you have a parent who isn't in the database and who wants to have access to the parental information and reports, he or she can request access; see page 101. The district administrator, district staff, and school administrator can follow these steps to view the requests.

1. Click **Product Administration** under Renaissance Place on the Home page.
2. Click **View Parent Access Requests** under Access and Security on the Product Administration page. The next page lists the parents who have requested access to the software. The list includes the parent's name and email and the children for whom the parent is requesting access. If you required the parent to answer a security question (see page 192), the list also includes each parent's answer to that question.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Product Administration > View Parent Access Requests
Manuals | Help | Log Out
View Parent Access Requests
Access requests made online by parents/guardians are displayed here
Live Chat Support Available
Print All
Clear All
Done
B
D
Suggested Access Procedure:
1. Click Print All.
2. Verify the Security Field information, if required.
3. Use the Add Parent feature to enter parent information.
4. Once the parent is added and selected, use the Edit Children feature to select each child.
5. Email the username and password to the parent.
6. Click Clear or Clear All to remove requests. The Home page Parent Access Alert will dismiss during the nightly update if all requests are cleared.
NOTE: If you do not want to provide parent access, hide the Parent link on the Welcome screen by going to Product Administration / Set Security Options for Students and Parents and set Parent Access to Do not allow. You will still need to clear the requests and inform any parents that have requested access.
A
Parent/Guardian Access Request
Action
Parent/Guardian: Jayda White
Email: jwhite@noemail.com
Security Field: A32BI
Child (Parent/Guardian Relationship): Bianca White (Mother), attends Maple Academy
Request Date: 1/12/2012 8:12:11 AM
C
Clear
Print All
Clear All
Done

A This list shows information each parent entered when requesting access. You can use the parent's email address to respond to the request. If the parent answered a security question, the answer will appear in this list, and you can verify the information.

B Click **Print All** if you want to print the requests.

C Click **Clear** in the row for a parent to remove that parent's request from the list, either because you have granted the request by adding the parent and giving the parent the address, user name, and password, or because you have decided to deny the request.

D Click **Clear All** if you want to remove all requests from the list. Make sure you have checked and responded to all requests before you do this.

3. Click **Done** when you're ready to close this page.

If you have an Enterprise subscription to Accelerated Math, Accelerated Reader, or MathFacts in a Flash, Renaissance Home Connect is a better option for parents. *In Renaissance Home Connect, parents can see information about the work done by their children in Renaissance Place and receive email updates. For more information about Renaissance Home Connect, click* ***What Is Renaissance Home Connect*** *under the Renaissance Home Connect tab on your Home page.*

TROUBLESHOOTING AND FAQS

Use this section to find:

- solutions to issues you might experience
- answers to frequently asked questions

For further assistance, please see “Need More Help?” on page 8.

Issues

I’ve added my classes, but I can’t see them in the reports, Assignment Book, or Record Books for my products, and when students log in, they see a message saying they are not enrolled.

If teachers and products are assigned, *check the school year dates in the top-right corner of the page (after your name) to make sure you’re working in the correct school year.*

The classes may not have teachers or products assigned in Renaissance Place.

Make sure that the class has a teacher assigned (see page 24). When you assign a teacher, be sure to check the products that the teacher and class will use, and make sure the “Lead” role is selected for the teacher for each selected product. (If you have more than one teacher, select the “Lead” role for one teacher and the “Team” role for the other teacher(s).)

If you have already assigned teachers to your classes, you can select the products for all classes in a course by following the steps on page 116.

Some personnel, students, or parents are seeing messages that say their accounts are locked when they try to log in.

This happens when a person tries to log in too many times with an incorrect password. To set the number of incorrect logins allowed, see page 191. To unlock accounts, see the steps for the type of user:

- For personnel, see page 67.
- For students, see page 97.
- For parents, see page 106.

When I log in to Renaissance Place after someone else on a computer, the previous person’s user name is shown at the top of the page after I log in.

This happens when your browser cache settings are set to never check for newer versions of stored pages. Change this to “Automatically” or “Once per session.” To find out how to change the cache settings for your browser, see the browser’s help.

When I print a report from Renaissance Place, either the page is blank or there is a printer error.

The most common reason for this is that you are clicking the printer icon in the browser tool bar or choosing a print command from the File menu instead of clicking the Adobe Reader print button just above the report.

If you are using Adobe Reader X and you do not see the Adobe Reader toolbar with the print icon, the toolbar might be hidden; for more information about how to see the toolbar, go to http://support.renlearn.com/techkb/techkb/6075229e.asp.

My administrator has given me extra capabilities or links, but I do not see the links for the tasks in the software.

When you are given extra capabilities that aren't normally available for people with your position, you may see a **User Type** drop-down list on the Home page. If you have this drop-down list, try choosing a different role, then look for the links again. A School or District role typically gives you more links than the Teacher role.

For more information about the User Type drop-down list, see "Switching Roles (User Type Drop-Down List)" on page 5.

Students who are working in the software see messages about another window or popup blocking software.

Popup blocking software sometimes prevents Accelerated Reader quizzes, MathFacts in a Flash practices and tests, and STAR tests from loading properly. When this happens, students may see messages telling them:

- to return to another window even though one is not available, or
- that popup blocking software may have caused a problem

If you haven't specifically installed popup blocking software, it may have come with a browser toolbar you may have installed, your browser, or anti-virus software. Change the settings of your software or uninstall unwanted toolbars to prevent these problems. For more information, see http://support.renlearn.com/techkb/techkb/4751376e.asp.

Some links in the software have a yellow triangle with an exclamation point next to them, or they are not available and a red circle with a line through it appears next to them.

This happens when your program administrator has set restrictions on which data can be changed.

means this task is allowed, but cautioned because your changes may be overwritten by another system, such as RDI (see page 198).

means this task is ***not*** allowed.

For more information on editing restrictions, see "Set the Data Editing Restrictions Preference" on page 189.

Frequently Asked Questions (FAQs)

How do I print students' user names and passwords?

For each Renaissance Place product, you can print the Student Information Report, which includes students' user names and passwords. Follow these steps:

1. Click **Reports** under the product name on the Renaissance Place Home page. (For Accelerated Reader, you must then click **School Management** to see the list of reports in that category.)
2. Click **Student Information** in the report list.
3. Choose the classes to include and other report options; then, click **View Report**.

How do I see personnel user names?

For all personnel, you can see their user names by viewing the person's information; see page 56.

Although you cannot see personnel passwords, you can edit personnel information to reset a person's password to something else; see page 57.

How do I give users the ability to do tasks in the software that they don't have links for right now?

You do this by changing capabilities in Renaissance Place. Do one of the following:

- To change the capabilities for one person, see page 60.
- To change the capabilities for new personnel that you will be adding but have not added yet, see page 49.
- To change the capabilities for groups of personnel who are already in the software, see page 50.

For more information about capabilities, see page 46.

Which capability must be assigned to allow teachers to enroll students in classes?

Grant the Manage Courses and Classes capability. However, please note that teachers who have this capability can also do the following:

- Assign or unassign products from any and all classes in their school.
- Assign or unassign personnel from any and all classes in their school.
- Enroll or unenroll students in any and all classes in their school.
- Create new courses and classes in their school (valid for all other users to see and use).
- Delete courses in their school (which will delete all classes associated with the course).

How do I make a class available in a specific product, such as Accelerated Reader?

Make sure that the class has a teacher assigned (see page 24). When you assign a teacher, be sure to check the products that the teacher and class will use, and make sure the “Lead” role is selected for the teacher for each selected product. (If you have more than one teacher, select the “Lead” role for one teacher and the “Team” role for the other teacher(s).)

If you have already assigned teachers to your classes, you can select the products for all classes in a course by following the steps on page 116.

What is RDI, and how does it affect what I should add in Renaissance Place?

RDI stands for Renaissance Data Integrator. It is a service that gets your Renaissance Place courses, classes, assigned teachers, and enrolled students from your school information system. If your school or district uses RDI, you should check with the person who administers Renaissance Place at your district or school before you add or change Renaissance Place classes, courses, students, or personnel. Any changes you make to this information could be overwritten the next time RDI runs.

How do I keep students from taking Accelerated Reader quizzes or STAR tests at home?

You can set up IP restrictions to limit this type of student work to the computers at your school. For more information, see “Security Options for Students and Parents” on page 192.

These restrictions will prevent students from doing school work from home in any of the Renaissance Place products.

However, IP restrictions will ***not*** prevent students from working in Renaissance Home Connect if it is available to your district or school. Students will still be able to use Renaissance Home Connect to view the results of their past work in Accelerated Math, Accelerated Reader, and MathFacts in a Flash. They may also be able to score Accelerated Math practices and exercises at home if the class preferences allow this, and they can do home practice of their MathFacts in a Flash levels. For more information about Renaissance Home Connect, click **What Is Renaissance Home Connect** under the Renaissance Home Connect tab on your Home page.

Can I export data from Renaissance Place to use with other programs or for custom reports?

Yes, you can do this by creating a flat file export. For more information, see “Exporting Students” on page 91.

APPENDIX A: PREPARING FILES FOR DATA IMPORT

Before you begin importing information using Renaissance Place RT (see "Importing Other Data Files" on page 170), we strongly recommend that you examine the files to make sure the data is formatted properly and that there are no errors which could cause problems during the import. The following pages outline the features a file needs to have in order to be a valid import file.

There are 23 types of data that can be included in an import file. These 23 types of data fall into three categories: *student data, personnel data,* and *class data.*

Student Data		Personnel Data	Class Data
• Student Birthdate • Student Characteristics • Student Ethnicity • **Student First Name** • Student Gender • Student Grade	• Student ID • Student Language • **Student Last Name** • Student Middle Name • Student Password • Student User Name	• **Personnel First Name** • Personnel Gender • Personnel ID • **Personnel Last Name** • Personnel Middle Name • Personnel Password • Personnel Position • Personnel User Name	• **Class Name or Section Number** • Class Subject • **Course Name**

Not every type of data needs to be present in a record being imported, but for each category, certain information is required (in **bold** text above):

- Records with student data must have the student's first and last names.
- Records with personnel data must have the personnel member's first and last names.
- Records with class data must have the class name and the course name.
- **Note:** If certain types of data are *not* included in a record, Renaissance Place RT will automatically generate them when the records are imported:

Table 1: Data Automatically Generated If Not Present in Records

For these records…	… if this data is *not* in the record…	…Renaissance Place RT will create the data in the following manner (and add it to the record during the import)
Student Records	Student User Name	The student's first initial and the first four letters of the student's last name are used. If there are duplicates, a number is added until a unique user name is found. *Example:* Jane Smithers would be **jsmit;** John Smithers would be **jsmit2.**
	Student ID	The student's user name is used for the ID. If there are duplicates, a number is added until a unique ID is created. *Example:* Mark Watson is already in the database (user name **mwats,** ID **mwats2**). Mary Watson is imported with no user name or ID. Her user name would be **mwats2;** her ID would be **mwats3.**
	Student Password	All students without passwords will be given the same default password: **abc.**
Personnel Records	Personnel User Name	The personnel member's first initial and entire last name are used. If there are duplicates, a number is added until a unique user name is found. *Example:* Ralph Jones would be **rjones;** Rhonda Jones would be **rjones2.**
	Personnel ID	Personnel member's user name is used for the ID.
	Personnel Password	Personnel members use their user names as the password the first time they log into Renaissance Place RT. They will be asked to create a new password at that time.

File Structure

Delimiters

Data in Excel files (.xls or .xlsx) is arranged in a grid, with one record per row and each row broken up into several columns. Each cell has a single piece of information in it, and all these pieces together compose a record.

In plain-text (.txt) and comma-separated values (.csv) files, there are rows for the data, but no columns. In order to separate the pieces of information in a row from one another, you need to have a *delimiter* after each piece, either a tab or a comma. The presence of a delimiter means "this is the end of this piece of data; another piece follows." Multiple delimiters are equivalent to empty cells.

In the following examples, *» is used to represent a tab character.*

Adams			11/3/01

= `Adams,,,11/3/01` *or* `Adams»  »  »11/3/01`

Whichever delimiter you use in a file, it is advisable to use the same delimiter *throughout* the entire file.

Headers

The first row in your data file should be a header row. This row does not have any student, personnel, or class data in it; instead, it has codes that *identify* the data in each column. Use the following codes for the information in your data files:

Table 2: Data Codes

Student Data	Personnel Data	Class Data
• Student Birthdate: **SBirthday** • Student Characteristics: **SCharacteristics** • Student Ethnicity: **SRace** • Student First Name: **SFirst** • Student Gender: **SGender** • Student Grade: **SGrade** • Student ID: **SID** • Student Language: **SLanguage** • Student Last Name: **SLast** • Student Middle Name: **SMiddle** • Student Password: **SPassword** • Student User Name: **SUserName**	• Personnel First Name: **TFirst** • Personnel Gender: **TGender** • Personnel ID: **TID** • Personnel Last Name: **TLast** • Personnel Middle Name: **TMiddle** • Personnel Password: **TPassword** • Personnel Position: **TPosition** • Personnel User Name: **TUserName**	• Class Name or Section Number: **Class** • Class Subject: **Subject** • Course Name: **Course**

In Excel files, each header should be in its own cell at the top of the appropriate column. In .txt or .csv files, add the delimiters you are using between the headers:

SFirst	SLast	SUserName	SGrade

= `SFirst,SLast,SUserName,SGrade`

= `SFirst»  SLast»  SUserName»  SGrade`

If the records you are importing do not have a certain type of data, you do not need to include a header/column for that type of data. Either of the examples above would be a suitable header row for records being imported that *only* contain students' first names, last names, user names, and grades.

Data Specification Tables

Each of the 23 types of data has its own rules for format, maximum characters allowed, abbreviations used, and so on. The following tables describe these rules. “Required” means that if this type of data is included in the record (student, personnel, or course/class), it *must* meet these minimums. For example, if your records include personnel data, the personnel members’ first and last names must be in the record.

Table 3: Student Data

Header	Data Type	Maximum Length	Format	Required	Comment
SBirthday	Birth Date	10	mm/dd/yyyy	No	–
SCharacteristics	Characteristics	1,000	dash (-) separated character string	No	See Table 6, “Student Characteristics,” on page 202.
SRace	Ethnicity	1	character	No	See Table 7, “Ethnicity,” on page 203.
SFirst	First Name	35	character	Yes	–
SGender	Gender	1	character	No	See Table 8, “Gender,” on page 203.
SGrade	Grade	5	character or numeric	No	See Table 9, “Student Grade,” on page 203.
SID	ID	20	character or numeric	No	–
SLanguage	Language	3	character	No	See Table 10, “Language,” on page 203.
SLast	Last Name	35	character	Yes	–
SMiddle	Middle Name	35	character	No	–
SPassword	Password	20	character or numeric	No	–
SUserName	User Name	50	character or numeric	No	–

Table 4: Personnel Data

Header	Data Type	Maximum Length	Format	Required	Comment
TFirst	First Name	35	character	Yes	–
TGender	Gender	1	character	No	See Table 8, “Gender,” on page 203.
TID	ID	20	character or numeric	No	–
TLast	Last Name	35	character	Yes	–
TMiddle	Middle Name	35	character	No	–
TPassword	Password	20	character and numeric	No	By default Renaissance Place requires at least one number in staff passwords.
TPosition	Position	1	character	No	See Table 11, “Personnel Position,” on page 204.
TUserName	User Name	50	character or numeric	No	–

Table 5: Class Data

Header	Data Type	Maximum Length	Format	Required	Comment
Class	Class Name or Section Number	50	character or numeric	Yes	–
Subject	Subject	6	character	No	See Table 12, “Course/Class Subjects,” on page 204.
Course	Course Name	100	character or numeric	Yes	–

Table 6: Student Characteristics

Code	Characteristic	Code	Characteristic
ADA	Americans with Disabilities (ADA)	LEP	Limited English Proficiency (LEP)
AR	At-Risk Students	MG	Migrant
BIL	Bilingual Education	NA	Non-Resident Alien
ESL	English as a Second Language (ESL)	PD	Physically Disabled
FL	Free Lunch	RL	Reduced-Price Lunch Program
GT	Gifted/Talented	SE	Special Education
LD	Learning Disabled	T1	Title I

Table 7: Ethnicity

Code	Ethnicity	Code	Ethnicity	Code	Ethnicity
I	American Indian or Alaska Native	H	Hispanic		None Specified (blank)
A	Asian or Pacific Islander	M	Mixed		
B	Black	C	White		

Table 8: Gender

Code	Gender
M	Male
F	Female
U	Unassigned[a]

a. This is the default if gender is not specified.

Table 9: Student Grade[a]

Code[b]	Grade	Code	Grade	Code	Grade
N/A	Not Applicable	3	Grade 3	9	Grade 9
EE	Early Education	4	Grade 4	10	Grade 10
Pre-K	Pre-Kindergarten	5	Grade 5	11	Grade 11
K	Kindergarten	6	Grade 6	12	Grade 12
1	Grade 1	7	Grade 7	12+	12+
2	Grade 2	8	Grade 8	None	None

a. Grades are not required when importing students into the database. However, in STAR Early Literacy, STAR Math, and STAR Reading, grades are required in order to test students; grades are also helpful in other Renaissance Place products. Grades are also required when you add or edit students in Renaissance Place, so if you edit a student's information after importing the student, you must select a grade. Refer to your software manuals for more information.

b. Entering a code that does not appear in this table will cause the Student Grade to default to "None."

Table 10: Language

Code	Language	Code	Language	Code	Language
ARA	Arabic	HMG	Hmong	POR	Portuguese
CAN	Chinese: Cantonese	JPN	Japanese	RUS	Russian
MND	Chinese: Mandarin	CAM	Khmer	SCC	Serbo-Croatian
CHI	Chinese: Unspecified	KOR	Korean	SPA	Spanish

Table 10: Language (Continued)

Code	Language	Code	Language	Code	Language
ENG	English	LAO	Lao	TAG	Tagalog or Filipino
FRE	French	MAY	Malay	URD	Urdu
GER	German	NAV	Navajo	VIE	Vietnamese
GUJ	Gujarati	OTH	Other		
CRP	Haitian Creole	POL	Polish		

Table 11: Personnel Position

Code	Position
T	Teacher
P	Principal
S	Other School Staff

Table 12: Course/Class Subjects

Code	Subject	Code	Subject	Code	Subject
AM	Accelerated Math	HIST	History	PE	Physical Education
AR	Accelerated Reader	HE	Home Economics	RDG	Reading
AV	Accelerated Vocabulary	HL	Health	RE/WR	Reading/Writing
AW	Accelerated Writer	HR	Homeroom	REL	Religion
AT	AccelTest	IA	Industrial Arts	SCI	Science
ART	Art	KW	KeyWords	SS	Social Studies
CS	Computer Science	LA	Language Arts	SE	Special Education
LEGACY	Data Conversion	MATH	Math	SEL	STAR Early Literacy
EC	Economics	MF	MathFacts in a Flash	SM	STAR Math
ENG	English	MUS	Music	SR	STAR Reading
EIAF	English in a Flash	NA	Not Applicable	SP	Surpass
ELA	English/Language Arts	PC	Perfect Copy	TC	Test Check
FR	Fluent Reader	PCHS	Perfect Copy High School	WR	Writing
FL	Foreign Language				

Additional Preparation Instructions

For Your Files

- Every row of data in the file must be a single record.
- There can only be one header row for a set of records, and every header in the row must be unique (see Tables 3–5 on page 201). If you have accidentally included more than one header row, the *first* one in the file will be chosen as the header. If that row is not the correct header row, select the correct row during the import (see step 8 on page 172).
- If the files you are importing have columns of data that cannot be imported (not one of the 23 types allowed), you can either remove that data from the files, or you can create a fake header for that data (like **XYZ** or **DoNotImport**) and instruct the program to ignore that column during the import (see step 9 on page 173).
- It is possible to combine *different* types of data (student, personnel, or class) into a single record. You cannot do this with the same types of data: for example, a record could have a student and a class in it, but not a student and another student. The software will interpret records with multiple data types as follows:

Types of Data Present in a Record[a]	Example (Header and Record)	Interpretation During the Import: "This is a…"
Student data + class data	SLast,SFirst,Course,Class Roberts,Timothy,English,Creative Writing	Student record for Timothy Roberts, who is enrolled in Creative Writing (a class in the English course).
Personnel data + class data	TLast,TFirst,Course,Class Andrews,Sally,English,Creative Writing	Personnel record for Sally Andrews, who is assigned to Creative Writing (a class in the English course).
Student data + personnel data + class data[b]	SLast,SFirst,TLast,TFirst,Course,Class Roberts,Timothy,Andrews,Sally,English,Creative Writing	Student record for Timothy Roberts, who is enrolled in Creative Writing—a class in the English course which Sally Andrews is assigned to.
Student data + personnel data	SLast,SFirst,TLast,TFirst Roberts,Timothy,Andrews,Sally	Student record for Timothy Roberts. Personnel record for Sally Andrews.[c]

a. A single row of data.

b. This is the best type of file because it allows you to import students and personnel, enroll students into classes, and assign personnel to classes all at once.

c. A student record and a personnel record can only be "joined" by a class record. The result of *this* import would be the same as importing two separate records, one for the student and one for the personnel member.

Note: The addition of class data to student data and/or personnel data will affect the options you can choose during the import process (see step 11 on page 173).

- Every row must have the same number of items in it, in the same order as the header row. If pieces of information are unavailable for a record, “placeholders” (empty table cells, commas, or tabs) should be used to make the number of items in each row the same. One of the ways the software determines if a row of data should be imported or not is by counting the number of items in *every* row and seeing how many the majority of the rows have. That majority is considered the “standard” number of items, and any record that has more or fewer items than that will be ignored during the import.

For Renaissance Place RT

- In order to import information into Renaissance Place RT, at least one school year will need to be set up and there must be at least one school. See “Adding School Years” on page 40.
- One of the first steps during an import is selecting a school year to import the data into; later in the process you can narrow this down to a specific marking period if you have created any and are importing class data. (If not, the school year will be used.) To create a marking period, see “Adding Marking Periods to Multiple Schools” on page 12.

The next two pages show examples of files before and after preparation for import.

.txt or .csv File (in Plain-Text Editor), Comma-Separated Values: Before Preparation

In the example on the next page, each row has two types of data: a student and a personnel member. Since there is no class data included (see page 205), two separate, unrelated records will be created in Renaissance Place RT for each row during this import: a student record and a personnel record.

A
B `Knight,Bethany,Lynn,F,January 10 2003,NNM15K,Hendricks,Shelley,Anne,TZP27N`
C `Bass,Chancellor,Herbert,M,08/13/2003,HOT80F,Nolan.Julie,Johanna,JCZ10O`
D `Sharp,Aretha,Christina,01/31/2002,GWJ54C,F,Justice,Wyatt,Kevin,MEU82T`
E `Johns,Holly,Olivia,F,04/26/2004,MIR71A,Talley,Jason,Humbert,LJS85M`
F `Ware,Kylie,Erasmus,M,03/09/2004,ZKT47K,Wiley,Kylan,Alan,`
G `Osborn,Ila,Dierdre,F,06/10/2004,ZQV90O,,Warren,Hannah,Huntington,BLX83T`

A The file doesn't have a header row.

B The student's birth date is formatted incorrectly.

C A period is used instead of a comma to separate *Nolan* from *Julie*. This will cause two problems:

- The program will not realize that these are two separate names.
- When the number of items in each row are counted to determine what the "standard" number is, it will count these two names as a single item, throwing off the item count for that row.

D The gender (F) is in the wrong place, after the ID, instead of before the birth date like the others.

E No problems.

F Watch out for extra delimiters at the end of rows. The comma at the end of this row is correct if the second person in the record (Kylan Alan Wiley) has no ID; the comma will be interpreted as an "empty cell" and included when counting the number of items in the row.The comma is *incorrect* if the person has an ID but it has not been entered into the database.

G In this row, there is an extra comma after the first ID (ZQV90O). The program will count this as an "empty cell," throwing off the item count for the row.

The current item count for each row would be B = 10, C = 9, D = 10, E = 10, F = 10, and G = 11. The program would therefore consider 10 to be the standard number of items in a row, and any rows with more than 10 items (G) or less than 10 items (C) will be ignored during the import.

The Same File, After Preparation

A `SLast,SFirst,SMiddle,SGender,SBirthday,SID,TLast,TFirst,TMiddle,TID`
B `Knight,Bethany,Lynn,F,01/10/2003,NNM15K,Hendricks,Shelley,Anne,TZP27N`
C `Bass,Chancellor,Herbert,M,08/13/2003,HOT80F,Nolan,Julie,Johanna,JCZ10O`
D `Sharp,Aretha,Christina,F,01/31/2002,GWJ54C,Justice,Wyatt,Kevin,MEU82T`
E `Johns,Holly,Olivia,F,04/26/2004,MIR71A,Talley,Jason,Humbert,LJS85M`
F `Ware,Kylie,Erasmus,M,03/09/2004,ZKT47K,Wiley,Kylan,Alan,AWA42S`
G `Osborn,Ila,Dierdre,F,06/10/2004,ZQV90O,Warren,Hannah,Huntington,BLX83T`

.xls, .xlsx, or .csv File (in Excel): Before Preparation

In this example, each row has three types of data (student, personnel, and course/class). This means that three separate records will be created from each row during the import—a student record, a personnel record, and a course/class record; additionally, the student will be enrolled in the class, and the personnel member will be assigned to the class.

	SFirst	SLast	SBirthday	SGrade	Gender	TFirst	TLast	Gender	Course	Class
I	Kyra	Barrera	03/04/2003	1st	F	John	Cantu	M	Reading	Young Readers I
J	Colt M.	Pollard	12/14/2002	2	M	Hanae	Steele	F	Math	Add It Up!
K	Yvonee	Sims	04/13/20003	1	M	Dora	Shepard	F	Reading	Story Share
L	Kiayada	Benson	09/07/2003	1	F	Johnny	Cantu	M	Reading	Young Readers I
M	Martin	Mann	10/13/2004	K	M	Dora	Shepard	F	Reading	“Story Time”
N	Nyssa	Howard	05/09/2002	2	F	Alvin Beasley		M	Math	Productivity
O	Chad	Estes	10/22/2002	2	M	Brent	McKay	M	Math	Divide and Conquer!

H Two of the headers are identical (Gender, above the fifth and eighth columns).

I The student grade (SGrade) should be numerical like the others, not an ordinal symbol.

J A middle initial has been included with the student’s first name (SFirst).

K The student’s birthday (SBirthday) has an extra “0” in the year.

L If the teacher “Johnny Cantu” (TFirst and TLast) is the same person as “John Cantu” (in row J), then either “John” or “Johnny” should be used for both entries.

M The name of the class (Class) has quotes around it; *all* characters in a cell will be included in the import, so make sure there are no unintentional punctuation marks or word spaces.

N The teacher’s first name and last name are in a merged cell.

O The class name (Class) has a hard return before it; this *may* cause a problem during the import.

The Same File, After Preparation

	SFirst	SLast	SBirthday	SGrade	SGender	TFirst	TLast	TGender	Course	Class
H	Kyra	Barrera	03/04/2003	1	F	John	Cantu	M	Reading	Young Readers I
I	Colt	Pollard	12/14/2002	2	M	Hanae	Steele	F	Math	Add It Up!
J	Yvonee	Sims	04/13/2003	1	M	Dora	Shepard	F	Reading	Story Share
K	Kiayada	Benson	09/07/2003	1	F	John	Cantu	M	Reading	Young Readers I
L	Martin	Mann	10/13/2004	K	M	Dora	Shepard	F	Reading	Story Time
M	Nyssa	Howard	05/09/2002	2	F	Alvin	Beasley	M	Math	Productivity
N	Chad	Estes	10/22/2002	2	M	Brent	McKay	M	Math	Divide and Conquer!
O										

GLOSSARY

Italic words in definitions are cross-references to other glossary terms.

Term	Definition	Related Information
access request	A request from the *parent* or guardian of a *student* to access Renaissance Place RT in order to view *reports* and other information about the student's performance. The parent submits an access request by clicking **Request Parent/Guardian Access** on the parent login screen.	• How Parents Log In to Renaissance Place RT, page 101 • How Parents Request Access to the Software, page 99 • Alerts, page 4 • Managing Parents, page 99
capability	The ability to perform certain tasks in the Renaissance Place product or other programs. Default capabilities are assigned to people based on what *user group* they belong to, but they can be changed (either for individuals or for user groups, and also for existing users or new users).	• Managing Capabilities, page 46 • Table of Default Capabilities, page 52
capacity	The number of *students* that are allowed to use Renaissance Place products. Capacity limits can be purchased or tracked either at the *school* level or *district* level. Additional capacity can be purchased when necessary.	• About Student Capacity, page 186
characteristic	An attribute assigned to a *student* (e.g., gifted/talented, physically disabled, Title I). Several standard characteristics are included in Renaissance Place; custom characteristics can also be created.	• Editing the Characteristics Assigned to One Student, page 80 • Adding Student Characteristics, page 82
class	A session in which the subject of a *course* is taught. One or more personnel members are **assigned to** a class (with at least one Lead *teacher*); *students* are **enrolled in** a class.	• Enrolling or Unenrolling a Student from Classes, page 88 • Managing Classes, page 114 • Assigning Products to Classes, page 116 • Assigning a Teacher to a Class, page 24
class assignment	The assignment of one or more personnel members (usually *teachers*) to a specific *class*. At least one teacher has to be assigned as the Lead teacher for a class.	• Assigning a Teacher to a Class, page 24
class enrollment	The assignment of one or more *students* to a specific *class*. A student can be enrolled in a school and not have any class enrollments, but a student enrolled in a class must be enrolled in the school that class takes place in.	• Enrolling or Unenrolling a Student from Classes, page 88
client software	Additional software that must be downloaded from Renaissance Place in order to use certain products and/or hardware, such as the Fluent Reader student program, AccelScan, and Renaissance Responder.	• Checking Software Requirements, page 30

Term	Definition	Related Information
consolidation log	A type of *report* that is automatically generated every time a *data* consolidation is run. It tells when the consolidation was run and lists any errors that may have occurred.	• Consolidating Data on Demand, page 123 • Viewing the Consolidation Log, page 124 • What to Do If You Can't Print Consolidated Reports, page 164
consolidation schedule	A specific time chosen to run a data consolidation so that the most current information will appear on Consolidated *reports.* There is a consolidation scheduled by default at 2:00 A.M. every day, but this schedule can be changed.	• Consolidating Data on Demand, page 123 • Setting Up a Consolidation Schedule, page 124 • Reconsolidation, page 125
course	A program of study for one subject which *classes* are added to. For example, there could be three different classes (First Period, Second Period, and Third Period) in a single Second-Grade Math course.	• Managing Courses, page 109 • Adding Courses, page 21 • Adding Classes, page 22
dashboard	A Renaissance Place page that provides quick overviews of how specific *schools,* grades, groups, etc. are performing with regard to various goals and benchmarks.	• Renaissance Place Dashboard, page 182
data	All of the information that Renaissance Place keeps track of, including information about the *district*, *schools,* personnel, *courses, classes,* and *students.*	• Consolidating Data, page 123 • Including External Sources of Data in Consolidated Reports, page 131 • Set the Data Editing Restrictions Preference, page 189
database	The computer (server) where all Renaissance Place data is stored. An **external** database is a separate database where additional information might be kept. For some types of data, it is possible to import data into Renaissance Place from an external database.	• Importing Personnel Information into the Database, page 57 • Importing Student Information into the Database, page 71 • Importing Courses into the Database, page 110 • Importing Classes into the Database, page 116
day off	A day in which *school* is not in session, such as a holiday or a *teacher* in-service. Days off do not include weekends.	• Defining Days Off, page 15
deactivated	See *inactive (deactivated)*.	

Term	Definition	Related Information
deleted (erased)	• A deleted *record* is one that has been removed from the Renaissance Place *database*. The program no longer uses it and cannot access it. • Attempting to delete a record that has certain types of data associated with it may cause the record to become *inactive (deactivated)* instead. • A deleted record cannot be reclaimed. • Records for personnel members, *students, parents, courses,* and *classes* can be deleted. Compare to *inactive (deactivated)* and *permanently removed.*	• Deleting or Inactivating Personnel, page 65 • Deleting Students, page 95 • Deleting Parents, page 106 • Deleting Courses, page 112 • Deleting Classes, page 121
district	A geographical division with specified limits whose *school(s)* are administered by a local board of education.	• Changing District Information, page 39 • Setting the Current (Default) School Year, page 41 • Editing District Personnel Assignments, page 64
district administrator	The head of a *district* (the district superintendent and/or assistant superintendent).	• The User Groups in Renaissance Place RT, page 46 • Table of Default Capabilities, page 52
district shared	A *capacity* type that allows *schools* within a *district* to share capacity for a product.	• About Student Capacity, page 186 • Viewing Subscription and Capacity Information, page 186
district staff	Non-administrative personnel whose job functions may range across several *schools* in a *district* (e.g., personnel director, admissions director, district secretary).	• The User Groups in Renaissance Place RT, page 46 • Table of Default Capabilities, page 52
enrollment	See *class enrollment* and *school enrollment*.	
enterprise	A type of *license model*. The enterprise model provides access to all content and includes enhanced features for some products. The enterprise model is not available for all products.	
export file	A *data* file that has been exported from one program so that it can be imported into Renaissance Place. Some of the desktop versions of Renaissance Learning products can create export files for this purpose.	• Importing Data from Other Sources, page 9 • Importing a Renaissance Place Export File, page 167 • Importing an Export File from a Renaissance Learning Desktop Product, page 169 • Including External Sources of Data in Consolidated Reports, page 131
erased	See *deleted (erased)*.	

Term	Definition	Related Information
inactive (deactivated)	• An inactive *record* is still in the Renaissance Place *database,* but is normally not used by the program. • Attempting to delete a record that has certain types of data associated with it may cause the record to become inactive instead. • An inactive record can be *reactivated (restored)*. • Some Renaissance Place search functions allow the inclusion of inactive records—this can be helpful if you need to reactivate a record but cannot remember all of the details in it. • Records for personnel members, *students, parents, courses,* and *classes* can be inactivated. Compare to *deleted (erased)* and *permanently removed*.	• Deleting or Inactivating Personnel, page 65 • Deleting Students, page 95 • Deleting Parents, page 106 • Deleting Courses, page 112 • Deleting Classes, page 121
license model	The type of software license a *school* or *district* has purchased, which determines how the software can be used.	• Alerts, page 4 • About Student Capacity, page 186
marking period	A span of time during a *school year.* Many Renaissance Place *reports* can be customized to show *data* from a particular marking period, and some products (like Accelerated Reader and Accelerated Math) have goals based on marking periods.	• Defining Marking Periods, page 12 • Viewing Marking Periods, page 43
option	A choice made by a user to change the way the program functions or the kinds of *data* accessed. Each Renaissance Place *report* has a number of options that can be chosen in order to narrow down the data presented in the report. Compare to *preference*.	• Switching Roles (User Type Drop-Down List), page 5 • Changing the School Year You Are Working In (Active School Year), page 43 • Report Descriptions, page 131 • Printing Consolidated Reports, page 135
parent	The mother, father, or legal guardian(s) of a *student*.	• How Parents Request Access to the Software, page 99 • Managing Parents, page 99 • School-to-Home Report (for Parents), page 158 • Security Options for Students and Parents, page 192 • Process Access Requests from Parents, page 194 • Unlocking Parent Accounts, page 106

Term	Definition	Related Information
permanently removed	• A permanently removed *student record* is one that has been completely removed from the Renaissance Place *database*. • A grace period is built into the software, allowing a permanently removed record to be *recovered* within 30 days of its removal. After those 30 days have passed, the record cannot be recovered. • Only student records can be permanently removed. Compare to *deleted (erased)* and *inactive (deactivated).*	• Editing Multiple Students, page 85 • Recovering Student Records, page 87
preference	Preferences, when selected, determine what program functions are available or unavailable throughout an entire *school* or *district* (unlike *options,* which are usually temporary and only affect the person choosing them).	• Setting the Current (Default) School Year, page 41 • Blocking Reports Based on Characteristics or Ethnicity, page 131 • Set the Data Editing Restrictions Preference, page 189 • Set Login Attempts Allowed, page 191 • Security Options for Students and Parents, page 192
products	The individual programs that are used with Renaissance Place and are part of the Renaissance Place suite, such as Accelerated Reader, Accelerated Math, and the STAR products.	• Renaissance Place RT products, page 1 • Assigning Products to Classes, page 116 • STAR Performance Report, page 159 • STAR Summary Report, page 160 • Subscriptions and Student Capacity, page 186 • Checking Software Requirements, page 30
reactivated (restored)	• A *record* that was *inactive (deactivated)* but has been brought back into use by the program. • Any type of inactive record (*school,* personnel, *student, parent, course,* or *class*) can be reactivated. • The most common method of reactivating an inactive record is to add a new record with the same information as the inactive record. The user has the opportunity to continue adding a new record or reactivate the inactive one. Compare with *recovered.*	• Reactivating Personnel, page 66 • Reactivating a Student, page 96 • Reactivating Parents, page 108 • Reactivating Courses, page 113 • Reactivating Classes, page 122
record	A collection of *data* about an individual *student* or personnel member.	• Importing Data from Other Sources, page 9 • Managing Personnel, page 56 • Importing Personnel Information into the Database, page 57 • Managing Students, page 70 • Importing Student Information into the Database, page 71

Term	Definition	Related Information
recovered	A *student record* that was *permanently removed* but reclaimed before the 30-day grace period expired. Compare with *reactivated (restored).*	• Recovering Student Records, page 87
report	A customized analysis of various pieces of Renaissance Place *data,* often including charts and graphs. Renaissance Place reports are called **Consolidated** reports. Individual products have their own reports, with their own *options* and methods of generation.	• Managing Data Imports, page 165 • Report Descriptions, page 131 • Printing Consolidated Reports, page 135 • School-to-Home Report (for Parents), page 158 • What to Do If You Can't Print Consolidated Reports, page 164
reporting parameter group	A customized group made of *students* with similar properties, such as ethnicity, gender, and grade. Reporting parameter groups can be saved so that *reports* for the same group of students can be run for comparison over time.	• Reporting Parameter Groups, page 129 • Blocking Reports Based on Characteristics or Ethnicity, page 131
reporting period	Similar to a *marking period*, except that Renaissance Place's reporting periods are **only** used when generating Consolidated *reports,* while marking periods can have other functions.	• Adding Reporting Periods for Consolidated Reports, page 18 • Editing Reporting Periods, page 127 • Deleting Reporting Periods, page 128
restored	See *reactivated (restored).*	
school	A building or group of buildings where *classes* are taught to *students.* A *district* is made up of schools located within a specified area that are all administered by a board of education.	• Managing Schools, page 44 • Editing Personnel School Assignments, page 62 • Editing Students' School Enrollment, page 74 • Editing Multiple Students, page 85
school administrator	A personnel member who serves in an administrative capacity at a *school* (principal, assistant principal, intervention specialist, or librarian/reading coordinator).	• Switching Roles (User Type Drop-Down List), page 5 • The User Groups in Renaissance Place RT, page 46
school assignment	The assignment of a personnel member to a *school*. Personnel members can be assigned to more than one school in a *district*.	• Editing Personnel School Assignments, page 62
school enrollment	The assignment of a *student* to a specific *school*. A student can be enrolled in more than one school in a *district*.	• Editing Students' School Enrollment, page 74 • Editing Multiple Students, page 85
school level	A *capacity* type that limits capacity for a program to individual *schools.*	• About Student Capacity, page 186 • Viewing Subscription and Capacity Information, page 186
school staff	Non-administrative personnel members other than *teachers* that are assigned to a *school* (e.g., school secretary, guidance counselor, athletic director).	• Switching Roles (User Type Drop-Down List), page 5 • The User Groups in Renaissance Place RT, page 46

Term	Definition	Related Information
school year	A single full-length *school* session, usually running from August/September of one calendar year to May/June of the following one. The starting and ending dates for a school year typically change from one calendar year to the next. School years are sometimes divided into quarters, semesters, and/or trimesters; summer sessions may also be considered a part of a school year.	• Managing School Years, page 40 • Changing the School Year You Are Working In (Active School Year), page 43 • Copying Classes from a Previous School Year, page 118
serial number	A number which, when registered by Renaissance Learning, allows a *school* or *district* to use any products they have purchased.	• Viewing Subscription and Capacity Information, page 186
server administrator	The server administrator is the person(s) at the *school* or *district* responsible for performing tasks such as checking the software requirements at school computers, importing *data*, setting data restrictions, or choosing access and security settings. The server administrator may have a different title in the district or school, such as IT specialist.	• Tools to Help You With Renaissance Place RT, page 6 • Checking Software Requirements, page 30 • Setup Checklist for District Administrators, School Administrators, and Non-Teaching Staff, page 9 • Importing Personnel Information into the Database, page 57 • Importing Student Information into the Database, page 71 • Importing Courses into the Database, page 110 • Importing Classes into the Database, page 116 • Set the Data Editing Restrictions Preference, page 189 • Access and Security, page 191
service	A type of *license model*. The service model is available for all products, which provides standard features and requires content to be purchased separately for some products.	
software update	Renaissance Place applies updates to your products to fix problems or add new features.	
student	A pupil enrolled in one or more *classes* in a *school*. Students can be enrolled in more than one school in a *district*.	• Logging In as a Student, page 34 • Managing Students, page 70 • Assigning Students to Parents, page 104 • Security Options for Students and Parents, page 192
subscription information	A list of the products registered for a *school* or *district*, along with the *serial numbers,* subscription dates, and *capacity* available.	• Viewing Subscription and Capacity Information, page 186 • About Student Capacity, page 186
supporting software	Third-party software that is used by some Renaissance Place products, such as Adobe Reader and Adobe Flash Player.	• Checking Software Requirements, page 30

Term	Definition	Related Information
teacher	A personnel member assigned to instruct one or more *classes,* either as a Lead teacher (every class must have one) or a Team teacher. Teachers can be assigned to multiple classes and to more than one *school* in a *district*.	• Switching Roles (User Type Drop-Down List), page 5 • The User Groups in Renaissance Place RT, page 46 • Assigning a Teacher to a Class, page 24
user group	A user group is a set of people who hold particular positions within a *school* or *district*. The user group a person belongs to determines what capabilities that person has in the Renaissance Place program. The user groups are *district administrators, district staff, school administrators, school staff, teachers, students,* and *parents.* A person can belong to more than one user group (e.g., a school staff member who also teaches *classes*).	• Switching Roles (User Type Drop-Down List), page 5 • The User Groups in Renaissance Place RT, page 46 • Table of Default Capabilities, page 52
widget	A small piece of HTML code that can be added to a web page in order to display information about Renaissance Place. For example, an Accelerated Reader widget could be added to the home page of a *school's* website so visitors can see how many books the *students* have read so far during the *school year*.	• Widgets, page 185

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About Renaissance Learning

Renaissance Learning, Inc. is a leading provider of technology-based school improvement and student assessment programs for K12 schools. Renaissance Learning's tools provide daily formative assessment and periodic progress-monitoring technology to enhance core curriculum, support differentiated instruction, and personalize practice in reading, writing, and math. Renaissance Learning products help educators make the practice component of their existing curriculum more effective by providing tools to personalize practice and easily manage the daily activities for students of all levels. As a result, teachers using Renaissance Learning products accelerate learning, get more satisfaction from teaching, and help students achieve higher test scores on state and national tests.

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